



capital for healthy  
families & communities

## LOW INCOME INVESTMENT FUND

### EASTERN REGION DIRECTOR, Early Care and Education Programs

**Location:** New York, DC or Atlanta (Due to COVID-19, the position is remote until further notice.)

**Reports to:** National Program Director, Early Care and Education Programs

**Exempt classification:** Exempt

**Status:** Regular, full time

#### THE COMPANY:

The Low Income Investment Fund (LIIF) is a non-profit community development financial institution that mobilizes capital and partners to achieve opportunity, equity and well-being for people and communities. LIIF innovates financial solutions that center racial equity to create more equitable outcomes for all by building and preserving affordable homes, quality educational opportunities from early childhood through higher education, health clinics, healthy food retail and community facilities. In this way, LIIF provides a bridge between private capital markets and communities. LIIF's headquarters is in San Francisco and there are additional offices in Los Angeles, New York, Atlanta, and Washington D.C. More on LIIF can be found at [liifund.org](http://liifund.org).

#### POSITION SUMMARY:

The Eastern Region Director, Early Care and Education Programs is responsible for the overall design, planning, and implementation of the New York, DC and Atlanta Child Care Programs. These program contracts and grants currently total over \$20 million and are expected to grow. Current programs include:

##### NYC Programs

- \$1 million grant program to fund Family Child Care Renovation and Repair Grants
- Grant funded NYC Family Child Care Technical Assistance (TA) Hub implementation

##### DC Programs

- \$10 million Access to Quality Child Care (A2Q) Program.
- \$12 million Road to Recovery COVID relief grants for child care

##### Atlanta Programs

- \$500k Operations Grants Program and TA resources to community partners

The Eastern Region Director's major responsibilities include:

- Implementing and administering Eastern Region Programs
- Supervising staff and consultants
- Overseeing the provision of LIIF's financial products, grants and loans, training curriculum, and technical assistance (TA) to child care and preschool and home-based programs
- Supporting fund development



capital for healthy  
families & communities

- Managing contract negotiations, compliance, and reporting
- Tracking and reporting outcomes to ensure continuous quality improvement
- Supporting policy recommendations, and quality operations to build a thriving, ongoing, provider-centered program
- Developing and managing department budgets with the National Program Director, ECE Programs, the Director of Grants Management, and the Finance Department
- Building and managing relationships with relevant funders and stakeholders; including the DC Office of the State Superintendent of Education (OSSE), New York Funders Collaborative, NY DOE, NY TA hub partners and stakeholders in Atlanta.

#### **REPORTING RELATIONSHIPS:**

The Eastern Region Director reports directly to the National Program Director, ECE Programs and will have direct supervisory responsibility for the Deputy Director, program staff, and consultants in implementation of activities for the programs.

#### **ESSENTIAL FUNCTIONS:**

##### **Program Design, Planning, and Implementation**

- Design and administer implementation of all programs
- Oversee provision of grants and loans leveraged through LIIF, trainings, and business operations TA for child care providers
- Create budgets and timelines that will guide the implementation of the program
- Implement and manage program activities in accordance with the budget, timeline, requirements of the contract(s), and expectations of funders

##### **Technical Assistance and Financing Products**

- Assess team training needs and plan activities to increase knowledge and capacities of staff, consultants, child care providers, and child care intermediary agencies related to facilities development and business operations
- Oversee administration of technical assistance program and grant resources
- Ensure procurement procedures are met by selecting, engaging, and managing consultants for specialized TA, in accordance with the program budget and timeline
- Consult as needed on complex projects related to child care center development, from site assessment through project completion
- Oversee development and dissemination of written material on regulatory, planning, building code, and funding requirements for licensed child care spaces
- Make presentations before local community groups and at public hearings regarding child care facility issues



- Partner with lending department to leverage and create innovative financing products for child care providers, including center facility loans
- Assist with market analysis and business plans for new or expanding child care centers, review construction and operating budgets and identify potential funding sources for these project
- Work with lending staff to advise in the development of strategies for troubled loans

### **Stakeholder Relationship Building**

- Act as primary contact for communications with stakeholders and funders
- Convene a Program Advisory Committee (PAC) and other funders or stakeholders as needed to report on progress of the programs and to collaboratively solve any problems that may arise
- Cultivate connections with other relevant state, regional, and local agencies as appropriate to build a thriving, provider-centered program
- Network and create partnerships with local ECE advocacy and membership organizations to build positive relationships and identify synergies

### **Policy**

- Use continuous quality improvement to make changes to operations, promote policy improvements, and collaborate with stakeholders (both internal and external) to improve program administration and participation
- Pay particular attention to addressing child care deserts
- Collaborate with funders and stakeholders to vet and develop policy-related initiatives and/or recommendations

### **New Product and Program Development**

- Identify and evaluate new LIIF programs and/or new potential geographies and work with the National Program Director, ECE and Deputy Director to develop and implement those products
- Prepare presentations and business plans to administer new programs
- Identify specific needs with regards to technical assistance and support within the ECE field, propose new products to meet those needs and work with LIIF ECE staff to develop and implement those products

### **Strategic Planning & Direction Setting**

- Develop and execute strategic action plans for LIIF's Eastern programs

### **Other**

- Lead and participate in fundraising activities, including prospecting, relationship building, applications, and grant management
- Collaborate with the Lending team, and other departments at LIIF, as cross-department opportunities are identified



capital for healthy  
families & communities

- Work the National Director, ECE Programs and Vice President in managing the budget, reporting on the program both internally and externally, and modifying program design as needed.
- Present department data, text, PowerPoint slides, and other materials as needed
- Manage funder relationships, including identifying potential new funders and working with Development staff on fund development

**NON-ESSENTIAL FUNCTIONS:**

- Assist the National Director, ECE Programs and Vice President with additional programs as needed
- Perform other duties as assigned

**SKILLS REQUIRED:**

The ideal candidate will have demonstrated skills, knowledge, and experience in the following areas:

- Proven leadership, advocacy, and systems change in child care
- Experience planning and implementing large technical assistance and organizational development programs for child care providers or small businesses
- Knowledge of general child care licensing and government funding regulations
- Knowledge of or willingness to learn planning and building codes as they relate to child care or community families
- Command or interest in facilities construction, management issues, project management, and cost estimating
- Ability to work with individuals and groups with diverse backgrounds, interests, and needs, including partner organizations
- Strong relationship skills and ability to provide leadership to a diverse team
- Good oral and written communication skills (bilingual preferred), and confidence in making public presentations
- Ability to work independently with minimal supervision
- Willingness to travel across the Eastern Region once the pandemic lifts, and work some evening and weekend hours
- Strong understand of technology, cloud-based systems, and data base systems

In addition, the ideal candidate will approach all aspects of work through an equity lens and demonstrate personal alignment with the mission of LIIF. The candidate must share the belief that everyone in the United States should benefit from living in a community of opportunity, equity, and well-being.

**EDUCATIONAL AND OTHER REQUIREMENTS:**

Educational background should include degree work in a relevant area of study such as early care and education, business administration, or finance. A bachelor's degree is required and an advanced degree is



capital for healthy  
families & communities

preferred. In addition, the position requires a high degree of self-motivation, creativity, flexibility with time, and willingness to accept a demanding (and personally satisfying) position. Equally important are strong time management skills, the ability to meet deadlines and to direct and motivate others, and a genuine personal commitment to LIIF's mission. Ten years related professional experience desired.

### **HOW TO APPLY:**

Via our recruitment portal:

[https://workforcenow.adp.com/mascsr/default/mdf/recruitment/recruitment.html?cid=cb73ca7c-d700-429b-a6ab-bf50165187ec&ccId=19000101\\_000001&lang=en\\_US](https://workforcenow.adp.com/mascsr/default/mdf/recruitment/recruitment.html?cid=cb73ca7c-d700-429b-a6ab-bf50165187ec&ccId=19000101_000001&lang=en_US)

No phone calls or other LIIF email addresses please. Only candidates being considered for a position will be contacted.

*LIIF, an EOE (Equal Opportunity Employer), believes that diversity ensures excellence. All qualified applicants will receive consideration for employment without regard to race, color, religion, sexual orientation, gender, or national origin. Candidates of diverse background and with diverse experience are strongly encouraged to apply for this position.*

### **Notice to Third Party Recruitment Agencies:**

Please note that Low Income Investment Fund does not accept unsolicited resumes from recruiters or employment agencies. In the absence of an executed Recruitment Services Agreement, there will be no obligation to any referral compensation or recruiter fee.

In the event a recruiter or agency submits a resume or candidate without an agreement Low Income Investment Fund shall explicitly reserve the right to pursue and hire those candidate(s) without any financial obligation to the recruiter or agency. Any unsolicited resumes, including those submitted to hiring managers, shall be deemed the property of Low Income Investment Fund.

We do not accept unsolicited phone calls.

Updated 2.23.22