



capital for healthy
families & communities

LOW INCOME INVESTMENT FUND

PROGRAM OFFICER, Riverside County

Early Care and Education Pipeline Coordinator and Resource Developer

Location: Riverside County, CA – position to be physically located at First 5 Riverside County

Reports to: Vice President, Early Care and Education

Exempt classification: Exempt

Status: Regular, full time

THE COMPANY:

The Low Income Investment Fund is a non-profit community development financial institution that mobilizes capital and partners to achieve opportunity, equity and wellbeing 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, and 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 has offices in Los Angeles, New York, Atlanta, and Washington D.C.

POSITION SUMMARY:

The Program Officer performs the following tasks: (1) develops and continually updates an early care and education (ECE) facilities pipeline for Riverside County, California; (2) provides technical assistance on facilities and business support to individuals and organizations seeking to create or enhance child care centers and/or family child care homes serving low income children in the county; (3) supports city and county officials, equivalent pipeline coordinators from housing and economic development agencies and intermediaries, and housing developers in enhancing strategies and focus on ECE facilities; and (4) identifies and recruits new funding sources for ECE facilities in the county and helps providers apply for funding. The Program Officer will be housed in the offices of and work directly with staff of the First 5 Riverside County Children and Families Commission. First 5 Riverside is a department of the County of Riverside (CA) focused on promoting, supporting, and improving the early development of children from the prenatal stage to five years of age.

REPORTING RELATIONSHIPS:

The Program Officer will report directly to the Vice President, Early Care and Education and work with the broader Early Care and Education and LIIF teams.



ESSENTIAL FUNCTIONS:

Develop and Continually Update an Early Care and Education Pipeline:

- Collect, organize, and update data on ECE providers in the county that are considering or actively working on expanding, renovating, or opening new ECE facilities
- Develop a geographic mapping tool for publicly displaying the pipeline and connecting it with other equivalent housing and community development pipelines
- Conduct field work, including site visits to vacant or underutilized parcels and sites under construction to collect data, and appear at public meetings to discuss sites and projects.
- Develop and maintain relationships with ECE providers and technical assistance intermediaries throughout the county to help inform pipeline data and information.
- Develop and maintain relationships with staff from relevant city and county departments, affordable housing developers, and other community development intermediaries to promote and identify opportunities for co-locating projects in the ECE facilities pipeline with housing and other community assets.

Provide Technical Assistance to ECE Programs on Facilities Projects:

- Provide training and technical assistance on topics such as physical environments, business, and any other topics consistent with OSSE and LIIF's mission of supporting the provision of long term high quality child care
- Help child care providers secure funding to meet their capital needs
- Develop, update and disseminate written material on regulatory, planning, building code and funding requirements for licensed child care centers and/or family child care spaces
- Develop, update, and disseminate written material on business issues pertaining to the successful long term operation of a child care facility

Coordinate Child Care Site Related Activities with City and Community Agencies:

- Work closely with city and county agencies and housing developers when appropriate to identify child care facility needs, identify potential child care sites, and coordinate activities to utilize those sites
- Coordinate with local planning and other agencies on improving land use, building, and other codes to improve the local regulatory landscape for ECE facilities projects
- Work closely with the staff of First 5 Riverside County to support the expansion or renovation of child care spaces



Identify and Support New Funding Opportunities for ECE Facilities

- Identify and track state, regional, and local revenue sources for ECE facilities
- Recruit potential new funders and lenders to be involved in ECE, such as other CDFIs, banks, philanthropic organizations, etc.
- Consult with First 5 and any other city or county agencies in designing and using local funds for ECE facilities

Other Duties as Assigned

SKILLS REQUIRED:

The position requires demonstrated skills, knowledge, and experience in the following areas:

- Proficiency with Microsoft Excel required. Proficiency with GIS mapping software, preferably ESRI ArcMAP and ArcGIS Online, strongly preferred.
- Ability to develop and maintain professional relationships with a diverse set of cross-sector stakeholders and partners.
- Proven leadership, advocacy and systems change skills in early care and education, affordable housing, and/or planning and community development.
- Knowledge of major child care and community development challenges and regulatory landscapes in Riverside County and southern California
- Experience providing training and business technical assistance to ECE providers, small businesses, developers, and/or local government agencies.
- Knowledge or willingness to learn of planning and building codes as they relate to child care or community facilities.
- Command or interest in facilities construction, management issues, project management, and cost estimating
- Ability to work with individuals and groups with diverse interests and needs including partner organizations in the public and private sector
- Strong oral and written communication skills (bilingual preferred)
- Willingness to travel throughout Riverside County, and work some evening and weekend hours to attend planning meetings, commission events, etc.
- Ability to work independently with minimal supervision.
- Genuine commitment to resident and community issues, as well as to maintaining the integrity of the vision, mission, and values of LIIF

EDUCATIONAL AND OTHER REQUIREMENTS:

A Bachelor's degree is required in a relevant area of study such as early care and education, architecture, planning, business administration, public administration, management, public policy, or finance. An advanced degree is preferred. Strong time management skills and a respect for deadlines are required, as is a genuine personal commitment to LIIF's mission.



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HOW TO APPLY:

Apply with cover letter with resume to:

Via our recruitment portal:

https://workforcenow.adp.com/mascsr/default/mdf/recruitment/recruitment.html?cid=cb73ca7c-d700-429b-a6ab-bf50165187ec&cclid=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.

March 2022

