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**LOW INCOME INVESTMENT FUND
CHIEF OF STAFF TO THE PRESIDENT**

Location: New York
Reports to: President
Exempt classification: Non-Exempt
Status: 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 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 has offices in Los Angeles, New York, Atlanta, and Washington D.C.

POSITION SUMMARY:

The Chief of Staff to the President ("the COS") is a critically important role, enabling the President to work more effectively with internal and external stakeholders and fulfill her commitments to partners, funders, and the Board of Directors. This is not an administrative role, it is a strategic and facilitative one that requires a combination of focus and flexibility, as well as a willingness to play an active, behind-the-scenes role. The role requires a highly resourceful individual with strong emotional intelligence, self-motivation, and strong analytical skills.

REPORTING RELATIONSHIPS:

The COS reports to the President. The COS is a member of the Community Investment Programs (CIP) leadership team, along with SVP of National Programs, SVP Chief Credit Officer, VP of Affordable Housing Finance, and Chief Lending Officer. The COS will assist the President in maintaining strong relationships with peers as well as direct reports. The CIP Division is comprised of the following teams: National Programs, Lending, Affordable Housing Finance & National Funds, and Credit Risk Management, Loan Administration, Portfolio Reporting & Underwriting.



SPECIFIC RESPONSIBILITIES:

Leadership of Special Projects:

- Scope, plan and execute multiple, often quick-turnaround projects with minimal outside assistance. Present ideas for special projects that might facilitate the President's/leadership's objectives. Lead inter-departmental projects to advance LIIF's strategic and operational goals. Convene stakeholders, develop work and staffing plans, support President in engaging the executive team, create memos and presentation materials, and complete or coordinate with staff to ensure completion of necessary work to move projects forward. Previous COS-led projects include development and implementation of a lending profitability model, creation of a CIP-wide data management plan, and, in partnership with program staff, exploratory research and proposal development for a new community ownership program. Future projects will be based both on business needs and the Chief of Staff's skills and interests.
- Work with appropriate stakeholders, including CIP and Finance staff, as well as outside parties, on analyses to support CIP teams' goals and LIIF's organizational sustainability.
- Present project findings and recommendations to President, Executive staff, or Board, as appropriate.
- If necessary, oversee transfer of projects to other stakeholders within the organization.

Project Coordination/Management:

- Project manage long-term, complex projects involving multiple teams as well as external stakeholders. These are often projects in which the President is especially interested and/or for which her involvement is essential. Develop work plans, convene, plan and facilitate meetings, socialize project recommendations within and outside of CIP, communicate updates to stakeholders, and ensure successful completion of projects and smooth handoff to long-term business owner when needed. Conduct this work independently and in partnership with CIP leadership team members. Previous examples of this work include coordinating with the CCO to revamp LIIF's Lending Manual, managing RFPs for major contracts, and working closely with the President and Director of Racial Equity and Impact Lending to develop a methodology to measure LIIF's progress toward its racial equity goals. Future projects may include supporting the implementation of LIIF's new equity in decision-making framework.



- Work with CIP leadership staff to align their actions and communications in support of agreed upon goals. The COS will work with all leadership staff to ensure that the President's needs are conveyed, that progress is being made in a timely way, and that any demands on the President's schedule are understood and agreed upon. The COS will also work to ensure the CIP leadership team's needs are conveyed to the President for consideration.
- Ensure the President is kept up-to-date on the status of key projects and initiatives.

Communications:

- Manage the President's communications agenda, working in close consultation with LIIF's Communications team, including developing an annual communications calendar, outlining and editing pieces to ensure they're written in the President's voice, developing presentation materials and talking points, and coordinating one-off communications efforts.
- If the COS has subject matter expertise in any of LIIF's priority policy or strategy areas, contribute to thought leadership, including by participating in internal policy conversations and developing or editing pieces in partnership with the Communications team.
- Prepare follow up correspondence for internal and external meetings, as directed by the President.
- Present timely work-in-progress updates to the President on the status of the communication materials mentioned above.

CIP Staff Support:

- With CIP leadership team, plan and implement staff trainings, feedback sessions and retreat activities.
- Support CIP leadership team and staff members in identifying workflow or process issues and developing and disseminating procedures to address them.

Key Meeting Preparation/Facilitation:

- Work closely with President's Executive Assistant to remain apprised of upcoming President's commitments.
- For ad hoc internal and external meetings, confirm objectives for the meeting and recommend participants and best approach.
- Prepare the President for internal and external meetings (via briefing memos or verbal prep sessions).



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- Prepare President for Quarterly Board meetings, including drafting President's Report and reviewing Board materials to issue in advance.

Workplans, Goals and Budgets:

- Support President in development of CIP annual departmental workplan and goals, including supporting and coordinating with CIP leadership team on their respective workplans.
- Track progress against President's workplan and CIP workplan throughout the year.
- Coordinate with Finance and CIP leadership team in annual Budget process, supporting alignment and ensuring annual Budget process is followed in an accurate and timely manner. This includes collecting required inputs from teams and completing first cut of Budget with Finance. Support President and directs in further refinements of Budget leading up to Board approval.
- Disseminate final Budgets to CIP staff.

KNOWLEDGE, EXPERIENCE AND SKILLS REQUIRED

- 5+ years of non-profit, foundation or public sector experience, at least 2 years of management experience preferred
- Strong written and oral communication skills
- Demonstrated commitment to social justice and racial equity
- Strong project management skills, with demonstrated success implementing organizational change efforts
- Preference for working collaboratively with colleagues and demonstrated ability to build consensus and problem solve
- Ability to influence, with experience leading groups without formal authority over participants
- Strong candidates will have one or more of the following attributes:
- Familiarity with CDFIs, affordable housing, impact management and/or early care and education
- Experience with financial modeling, and/or econometrics or statistical analysis
- Nonprofit operations experience, especially data management and systems expertise

EDUCATIONAL AND OTHER REQUIREMENTS

- Bachelor's degree
- Occasional travel to LIIF offices and functions



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HOW TO APPLY:

Please apply with Resume and Cover Letter 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

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. 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.