



capital for healthy  
families & communities

**LOW INCOME INVESTMENT FUND**  
**Director, National Programs**

**Location:** San Francisco, Los Angeles, New York, Atlanta, or Washington, DC  
**Reports to:** Senior Vice President, National Programs (SVP)  
**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 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 Director, National Programs (Director) reports to the Senior Vice President of National Programs (SVP), who oversees all programs and strategic initiatives. The Director will support the SVP in managing existing programs and initiatives and in the development of new programs and initiatives. The Director will also support the SVP in fundraising activities associated with new and existing programs.

Responsibilities will include program design and development, external partnership and relationship development, grant proposal writing, grant reporting, funder prospecting, , program reports for the Board of Directors or other internal stakeholders, program budgets, workplans, and special projects. This work will involve collaborating with other functional areas across LIIF including Lending, Finance, Grants Management, Communications, and Development.

The Director will assume leadership of several programs both existing and currently under development, and will support the SVP in exploring programmatic collaborations with LIIF's recent joint venture partners, the National Affordable Housing Trust and Stewards of Affordable Housing of the Future. The Director may have one or more direct reports within the Programs team.

Ideally, the Director will have experience working in and/or with the affordable housing sector and industry knowledge. Experience developing new programs, managing budgets, and raising philanthropic or bank capital is also desirable.



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### **ESSENTIAL FUNCTIONS:**

**Development of new programs and strategic initiatives:** The Director will lead efforts to identify and develop new potential strategic initiatives, partnerships, and programs in support of the Strategic Plan and under guidance from the SVP. The Director will often be called upon to project-manage the development of new initiatives, including managing day-to-day activities associated with the program development process at LIIF. This includes writing proposals to funders, managing program design activities, partnering with leaders in other LIIF departments, gaining internal approvals, and relationship management of external partners and stakeholders.

**Management of existing programs and initiatives:** The Director will manage existing programs and may be called upon to take leadership of specific initiatives. The Director will be required to understand the theory of change, forming the basis of the initiative, and manage the initiative accordingly and in adherence to LIIF's policies and procedures. This includes budgeting, grant management, developing and growing funder relationships, and outcomes tracking.

**Oversee Funds and Budgets:** The Director will work with the Director of Grants Management and Operations and with Finance to create budgets for proposed programs and on an annual basis for existing programs. The Director will track and report on financial results.

**Form Relationship with Other Organizations:** The Director will build and maintain partnerships and relationships with other organizations including foundations, federal agencies, and community organizations in order to expand funding, represent LIIF, and inform LIIF's programmatic work.

### **SKILLS REQUIRED:**

- Ability to lead cross-functional teams
- Experience in program design and development
- Strong relationship management skills with experience in fundraising
- Strong project management skills
- Excellent attention to detail and follow through
- Ability to collaborate with a wide variety of internal and external stakeholders
- Strong research and presentation skills
- Experience in community development and/or affordable housing sectors preferred

### **COMPETENCIES / ATTRIBUTES:**

- Dedicated self-starter who is accustomed to taking the initiative, driving toward results, and has a high degree of self-motivation, creativity, and perseverance
- Effective written and oral communication skills. Direct and open communication style.
- Strategic thinker with demonstrated imagination and flexibility
- Professional in demeanor, actions, and attitude toward external audiences and colleagues
- Must be committed to, and find passion in, LIIF's mission. Must have a desire to join a nonprofit organization and advocate on behalf of LIIF and the communities it serves.
- A basic knowledge of CDFIs and community development is desirable



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**OTHER REQUIREMENTS:**

Experience/Education: A Bachelor's degree is required; a Master's degree in a related field is preferred. A minimum of five to seven years of progressively responsible experience in developing community development programs is preferred. Must possess excellent verbal, presentation, and written communication skills. In lieu of education, directly related experience can be substituted.

**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](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.*