



LOW INCOME INVESTMENT FUND PROGRAM

PROGRAM OFFICER – DC EARLY CARE & EDUCATION

Location: Washington, DC Office – Position will remain remote until June 2022

Reports to: Team Leader, 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) administers a grant program to support the creation, enhancement, or maintenance of child care spaces in centers and/or family child care homes; (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. The Program Officer will work directly with the Back to Work Child Care Grant Program, a partnership between the DC Office of the Superintendent of Education (OSSE) and LIIF designed to provide economic relief to child care providers, prioritizing providers who serve children who participate in the District's child care subsidy program, providers serving communities with the highest rates of coronavirus (COVID-19) cases and unemployment, and child development facilities with low enrollment.

REPORTING RELATIONSHIPS:

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

ESSENTIAL FUNCTIONS:

Administer Grants to Child Care Programs:

- Administer an extensive grant program that supports licensed child care providers to resume and maintain full operations of child care programs in the District during the recovery from the public health emergency, enhance child care provider financial viability, support affordability and enable families to access the care they need to return to work.
- Review applications submitted by child care programs, conduct site visits to potential grantees
- Maintain grant eligibility pipeline lists



- Outreach to and support child development programs to access grants
- Monitor grants

Provide Training and Technical Assistance to Child Care Providers:

- Provide training and technical assistance on topics such as finance, marketing, business planning, physical environments, 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
- Work with consultants to provide specialized technical assistance related to increasing the financial sustainability of child care programs
- Develop, update, and disseminate written material on business issues pertaining to the successful long term operation of a child care facility
- Conduct assessments of child care programs to identify and target areas for technical assistance

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

- Work closely with city and county agencies and nonprofit housing developers when appropriate to identify child care facility needs, identify potential child care sites, and coordinate activities to utilize those sites
- Work closely with the Office of the State Superintendent of Education (OSSE) to support the business operations, expansion or renovation of child care spaces

Impact Analysis and Data Management

- Produce and maintain relevant data on child care needs and capacity, including maintaining a development pipeline, a site inventory by neighborhood and populations served, and an analysis of service demand by neighborhood and population
- Track program outcomes and impact including maintenance of databases

Other Duties as Assigned

SKILLS REQUIRED:

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

- Proven leadership, advocacy and systems change skills in child care
- Knowledge of Washington, D.C.'s child care licensing and government funding regulations
- Experience providing training and business technical assistance to child care providers or small businesses.
- 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
- Good oral and written communication skills (bilingual preferred)



- Willingness to travel to the DC office once the pandemic lifts, travel throughout District, and work some evening and weekend hours
- Ability to work independently with minimal supervision.
- Strong understanding of technology, cloud based systems and data base systems. Experience using Salesforce a plus

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 and DC ECE's mission.

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&cclid=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.

May 2022