



capital for healthy
families & communities

LOW INCOME INVESTMENT FUND

Program Manager, Early Care and Education

Location: San Francisco

Reports to: Western Region Director, ECE

Exempt classification: 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 Program Manager is responsible for the design, planning and implementation of existing and new ECE programs and the hiring and supervision of program staff. Major responsibilities include:

- Manage implementation of grant and loan programs, including but not limited to:
 - \$40 Million Child Care Facilities Fund for Centers
 - \$20 Million Child Care Facilities Fund for Family Child Care (FCC) homes
 - \$10 Million Emergency Revolving Loan Fund
- Supervise provision of technical assistance and training related to facilities development and business capacity building for child care providers.
- Ensure adherence to contractual obligations and budgets.

REPORTING RELATIONSHIPS

The Program Manager reports directly to the Western Region Director, ECE. The Program Manager will have direct supervisory responsibility for staff and/or selected consultants in implementation of activities for the program.

ESSENTIAL FUNCTIONS:

Administer Grants and Loans to Child Care Programs:

- Administer extensive grant programs that support licensed child care centers to create, enhance, and preserve child care spaces.
- Oversee implementation of grant monitoring.

- Create budgets and timelines that will guide the implementation programs
- Oversee coordination and activities of Program Advisory Committees, including identification of key partners and stakeholders
- Complete and submit periodic reporting to funders

Technical Assistance and Financing Products:

- Oversee the provision of TA to providers on child care center development from site assessment through project completion
- Manage complex projects that require extensive, highly professional technical assistance such as development of facilities designs and pro forma budgets
- Provide training and technical assistance on topics such as physical environments, business, and any other topics consistent with LIIF's mission of supporting the provision of long term high quality child care
- Develop, update and disseminate written material on regulatory, planning, building code and funding requirements for licensed child care centers
- Develop, update, and disseminate written material on business issues pertaining to the successful long term operation of a child care facility
- Make presentations before local community groups and at public hearings regarding child care facility issues, including presentations at a high level for County Commissions and public officials
- Oversee selection of consultants to provide training and TA on specialized topics
- Administer technical assistance regarding loan financing products to child care providers including: the facility grant program and coordination of loans
- Work with program and/or lending staff on support strategies to mitigate troubled grants and/or loans

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

- Work closely with city and county agencies and housing development partners when appropriate to identify child care facility needs, identify potential child care sites, and coordinate activities to utilize those sites
- Work closely with Community Care Licensing, Fire, Building, and Planning Departments to support the expansion or renovation of child care spaces

Impact Analysis and Data Management:

- Track program data, outcomes and impact utilizing database software, such as Salesforce

Strategic Planning & Direction Setting:

- Participate in the development and execution of strategic and action plans for the LIIF's child care work
- Manage funder relations and build network for other opportunities supporting LIIF's child care work
- Participate in child care policy and planning work

New Product and Program Development:

- Identify program/funding opportunities and assist with fund development
- Assist in preparing business plans and program guidelines to administer new programs

NON-ESSENTIAL FUNCTIONS:

- Support the National Director, VP, ECE in the operations of programs, and contract/budget management
- Manage funder relationships, including identifying potential new funders and working with Development staff on fund development
- Performs other duties as assigned

SKILLS REQUIRED:

- Five years' experience planning and implementing programs
- Content expertise in the child care and/or community development fields; knowledge of and experience working with public subsidy programs or technical assistance programs
- Demonstrated experience with staff management and leading a small team;
- Ability to effectively represent LIIF and influence key stakeholders including local government and funders
- Experience with site evaluation and the development of licensed child care, youth or other community facilities
- Demonstrated history of stakeholder collaboration and service delivery
- Familiarity with federal, state, and local government funding sources for capital and operating needs of community facilities (e.g., child care centers, educational programs, health clinics, etc.)

SKILLS PREFERRED:

- Training and/or experience in real estate development, urban planning, design, construction or related disciplines
- Experience with project management, and cost estimating

COMPETENCIES / ATTRIBUTES:

- Ability to work with individuals and groups with diverse interests and needs including partner organizations in the public and private sector
- Program development and innovation and ability to spot opportunities,
- Excellent organizational ability (management of multiple tasks) and attention to detail
- Technological proficiency
- Strong written and verbal communication skills and an ability to make public presentations

EDUCATIONAL AND OTHER REQUIREMENTS

Educational background should include degree work in a relevant area of study such as early care and education, urban planning, business administration or finance. A bachelor's degree is required and an advanced degree is 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. Strong time management skills, the ability to meet deadlines and to direct and motivate others, and a genuine personal commitment to LIIF'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&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.

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