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## **SENIOR PROGRAM OFFICER, Early Care and Education Program**

**Location:** Atlanta.

**Reports to:** Eastern Region Director, Early Care and Education (current open position)

**Exempt classification:** Exempt

**Status:** Regular, full time

### **THE COMPANY:**

The Low Income Investment Fund (LIIF) 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 there are additional offices in Los Angeles, New York, Atlanta, and Washington D.C. More on LIIF can be found at [liifund.org](http://liifund.org).

### **POSITION SUMMARY:**

The Early Care and Education Senior Program Officer is responsible for overall coordination of programmatic activities in Atlanta. The Senior Program Officer will work directly on a project in partnership with Purpose Built Communities, a network that helps local leaders create greater racial equity, economic mobility, and improved health outcomes for families and children. The work will initially be focused in Atlanta, and may expand to other areas of Georgia and the U.S.

The position also performs the following tasks: (1) 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; (2) provides technical assistance on developing a comprehensive, neighborhood level early care and education strategy, including center-based and home-based child care solutions; (3) administers a grant program to support the creation, enhancement, or maintenance of child care spaces in centers and/or family child care homes; (4) works to identify and promote supportive policies to preserve and expand the supply of child care in a community and (5) supports the child care sector, centering the voices of providers and neighborhood residents.

### **REPORTING RELATIONSHIPS:**

The Senior Program Officer reports directly to the Eastern Region Director, Early Care and Education, and works with the broader ECE and LIIF teams.



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## **ESSENTIAL FUNCTIONS:**

### **Provide Research, Training and Technical Assistance on a Neighborhood Level Early Care and Education Strategy:**

- Work with Purpose Built Network members to assess and develop healthy, high-quality ECE ecosystems in their neighborhoods
- Work with Purpose Built staff to build ECE systems knowledge to sustain and expand a comprehensive, agency-wide ECE strategy
- Develop and provide technical assistance, tools and other resources as needed for Network Members
- In partnership with Purpose Built, manage a learning community of Network Members focused on developing a comprehensive, community-driven ECE strategy
- Assemble and coordinate a team of national partners to provide technical support and resources to Network Members

In addition to the Purpose Built partnership, the following additional responsibilities relating to building the supply of ECE in Atlanta and beyond may apply:

### **Provide Training and Technical Assistance to Existing and Prospective ECE Providers:**

- Provide training and technical assistance on topics such as physical environments, human resources, employment law, business, and any other topics consistent with LIIF's mission of supporting the provision of long-term high quality ECE
- Help ECE providers secure funding to meet their capital needs
- Develop, update and disseminate written material on regulatory, planning, building code and funding requirements for licensed ECE centers and/or family child care spaces
- Develop, update, and disseminate written material on business issues pertaining to the successful long-term operation of ECE facilities
- Consult with potential providers on ECE center and development from site assessment through project completion
- Assist with market analysis and business plans for new or expanding ECE centers and/or family child care homes, review construction and operating budgets and identify potential funding sources for these projects
- Manage complex projects that require extensive, highly professional technical assistance such as development of facilities designs and pro forma budgets
- Make presentations before local community groups and at public hearings regarding ECE facility issues, including presentations at a high level for County Commissions and public officials



**Coordinate ECE Site-Related Activities with City and Community Agencies:**

- Work closely with city and county agencies and nonprofit housing developers when appropriate to identify ECE facility needs, identify potential ECE sites, and coordinate activities to utilize those sites
- Work closely with key city and state agencies such as Licensing, Fire, Building, and Planning Departments to support the expansion or renovation of ECE spaces
- Work closely on ECE supply and systems building with local and state advocacy partners such as GEEARS, PAACT, GACF, PFCCA, etc.

**Administer Grants to Child Care Programs:**

- Administer an extensive grant program that supports licensed ECE centers and/or family child care homes to create, enhance, or preserve child care spaces
- Annually update grant products offered, including program design, guidelines and applications
- Review applications submitted by ECE programs, conduct site visits to potential grantees, submit applications and make recommendations to grant committees for review
- Maintain grant eligibility pipeline lists
- Outreach to and support ECE programs to equitably access grants
- Conduct site visits to assess site/building condition, location, and other key features
- Provide support for ECE facility capital projects
- Monitor grants and complete and submit periodic reporting to funders

**Conduct Site Assessments:**

- Visit and assess building condition, location, and other key features
- Review licensing, building and zoning requirements, and advise on project feasibility in coordination with proposed sponsor, architect, development consultant, Licensing and Fire Department
- Help identify and determine how best to utilize land or buildings made available by public agencies, religious organizations, nonprofit housing developers and major employers to develop ECE centers

**Impact Analysis and Data Management:**

- Produce and maintain relevant data on ECE 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 for funders as needed including maintenance of databases

**Strategic Planning & Direction Setting:**

- Participate in the development and execution of ECE strategic and action plans for the ECE Program and all of LIIF's child care work



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- Manage funder relations and build a network for other opportunities to support LIIF's ECE work
- With the Eastern Region Director and other ECE leaders at LIIF, identify additional program/funding opportunities and assist with fund development as needed

**Other Functions:**

- Other duties as assigned

**NON-ESSENTIAL FUNCTIONS:**

- Assist the Eastern Region Director with additional programs as needed
- Perform 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 ECE
- Ability to effectively represent LIIF and influence key stakeholders including local government and funders
- Knowledge of Georgia child care licensing and government funding regulations
- Knowledge of planning and building codes as they relate to ECE or community facilities
- Demonstrated success in site evaluation and the development of licensed ECE, youth or other community facilities
- Training and/or experience in real estate development, urban planning, design, construction, small business support or related disciplines
- Command of 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 training and technical assistance skills
- Good oral and written communication skills
- Willingness to travel and work some evening and weekend hours, as needed
- Ability to effectively use word processing and spreadsheet software
- Ability to exercise discretion and independent judgment in all areas of responsibility, and to work independently with minimal to no, supervision

In addition, the ideal candidate will approach all aspects of work through an equity lens and demonstrate personal alignment with the mission of LIIF. The candidate must share the belief that everyone in the United States should benefit from living in a community of opportunity, equity, and well-being.



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### **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. 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. Equally important are strong time management skills, the ability to meet deadlines and to direct and motivate others. A minimum of five years related professional experience desired.

### **HOW TO APPLY:**

Forward cover letter with resume to:

Human Resources  
Low Income Investment Fund  
49 Stevenson Street, Suite 300  
San Francisco, CA 94105  
Via email: [careers@liifund.org](mailto:careers@liifund.org)

### **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.

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.*