



capital for healthy  
families & communities

**LOW INCOME INVESTMENT FUND**  
**Senior Program Associate, Early Care & Education**

**Location:** Washington, DC, New York City, or Atlanta

**Reports to:** Eastern Region Director

**Exempt classification:** Non-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:**

With general supervision from the Eastern Region Director, the Senior Program Associate provides training, communications, and administrative support for the ECE department. The major duties of this position include coordination of 1) Grant administrative support and general support to the National Director and National ECE Team, 2) Media and communications, and 3) Training activities

**REPORTING RELATIONSHIPS:**

The Senior Program Associate will report directly to Eastern Region Director.

**ESSENTIAL FUNCTIONS:**

**Program and Administrative Assistance:**

- Assist with review of applications submitted by child care programs and conduct site visits to potential grantees
- Provide grant administration and monitoring support, including follow up with clients on delinquent reports
- Completes a variety of clerical work for the team, such as producing reports from databases, expense reports, correspondence, faxes, copying, scheduling, distributing mail and assembling files
- Composes routine correspondence and responds via phone or letter to job related inquiries, or to requests for information from outside parties, using the general guidelines provided by manager
- Develops and proposes administrative procedures and works with manager to help maintain a smooth and efficient administrative process



- Maintains electronic filing system, files, and distributes documents and correspondence, and conduct annual file creation and archival of files
- Maintains calendars and logistics for the manager and eastern region ECE team meetings and events
- Organizes travel for staff including hotel, air and ground transportation and detailed itinerary
- Sets up meetings and special events, such as scheduling conference rooms and conference calls, tracking invitations, researching event sites, and coordinating catering
- Attend meetings to take minutes

**Training Coordination:**

- Participate in national and regional training meetings with team
- Work with team to identify training needs
- Set up consulting contracts with trainers
- Conduct outreach and marketing about upcoming trainings and webinars
- Facilitate trainings and webinars, including surveying and follow-up to participants
- Create and maintain training folders and
- Onboard new staff on training workflow and training folders
- Update and Maintain TA resources as needed

**Media and Communications:**

- Act as liaison between the ECE team and Communications Department on media coordination, communications, and marketing activities
- Maintain database of contacts and communications for team through Mailchimp
- Create newsletters
- Attend and document media events
- Manage photo library of projects
- Maintain presentation decks for team

**Data and Reporting:**

- Act as eastern region ECE team lead for Salesforce and other database systems
- Gather and maintain accurate data in LIIF database systems (e.g. Submittable, Asana, Salesforce)
- Ensure timely, accurate and complete monthly/quarterly impact, workplan, service objective and other ad hoc reports
- Research external data sources and compile information to inform planning for program and fund development, such as industry accepted proxies for positive health outcomes for children
- Assist with special data projects such as conversion and migration of child care data into new database systems



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**SKILLS REQUIRED:**

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

- Three years' experience in a responsible data, administrative or clerical support position
- Proficiency in database systems, Microsoft Word, Excel, Outlook, Access and PowerPoint
- Salesforce or other comparable database system a plus
- Strong organizational and time management skills, and respect for deadlines
- Attention to detail
- Good verbal and written communication skills
- **Bilingual English/Spanish strongly preferred**

**EDUCATIONAL AND OTHER REQUIREMENTS**

A bachelor's degree is required in a relevant area of study such as planning, business administration, public administration, public policy, or related field. Background in child care, and/or nonprofits a plus.

**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.*