



capital for healthy
families & communities

**LOW INCOME INVESTMENT FUND
PROGRAM OFFICER, EARLY CARE & EDUCATION**

Location: Preferred locations of Sacramento County, San Diego County, Kern County, or Humboldt County. Other CA locations may be considered (Position will remain hybrid, remote and office until further notice).

Reports to: Team Leader, Early Care and Education Program

Exempt classification: Exempt

Status: Regular. Full Time. Position is Grant funded

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. More on LIIF can be found at liifund.org.

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 childcare homes serving low income children. 3) oversees monitoring for grant activities through the life of each grant. This work will focus on administration of a grant program funded through the California Department of Social Services (CDSS) and will support ECE programs throughout the State of California.

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 that support licensed child care centers and/or family child care homes to create, enhance, or preserve child care spaces

- 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
- Provide facility support for child care facility capital projects
- Monitor grants to ensure project completion and tracking of expenditures



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Training and Technical Assistance to Potential Child Care Providers:

- 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
- Help child care providers secure funding to meet their capital needs
- Develop, update and disseminate written material on regulatory, planning, building code and funding requirements for licensed child care centers and/or family child care spaces
- Develop, update, and disseminate written material on business issues pertaining to the successful long-term operation of a child care facility

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 California Department of Social Services, Community Care Licensing, Fire, Building, and Planning Departments to support the expansion or renovation of child care spaces

Impact Analysis and Data Management:

- Produce and maintain relevant data and reports 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: The PO may perform other duties as necessary to support the overall mission and work of the ECE team

SKILLS REQUIRED:

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

- Strong organization and project management skills
- Ability to work independently with minimal supervision and competing priorities
- Experience and Knowledge in Early Care and Education, California 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



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- Excellent attention to detail and Good oral and written communication skills (bilingual preferred)
- Willingness to travel to regional LIIF office once the pandemic lifts, travel throughout the state to conduct site visits, and work some evening and weekend hours
- 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, operations or space planning, business administration, public administration, management, or finance. An advanced degree is preferred. Strong time management skills and a respect for deadlines is required, as is 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

via email: careers@lifund.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.

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.