



capital for healthy
families & communities

**LOW INCOME INVESTMENT FUND
TEAM LEADER, EARLY CARE & EDUCATION**

Location: Los Angeles or other CA locations may be considered (Position will remain remote until September 2022)

Reports to: California Program Manager, Early Care & Education

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 Team Leader, Early Care & Education (ECE) is responsible for the coordination of program activities and direct supervision of a team of program staff. The Team Leader's major responsibilities include: 1) coordinating the provision of grants and loans to both family and center based child care providers; 2) providing technical assistance and training to individuals and organizations seeking to expand or develop new non-profit child care centers serving low income children, and 3) implementing capacity building activities to support child care centers and providers operations, including coordination of consultants.

REPORTING RELATIONSHIPS:

The Team Leader reports directly to the CA Program Manager, Early Care & Education. The Team Leader will have direct supervisory responsibility for program staff and implementation of activities for the department.

ESSENTIAL FUNCTIONS:

Grant Administration, Technical Assistance and Financing Products:

- Lead administration of an extensive program of technical assistance and financing products to child care providers including: Center and Family Child Care (FCC) grant and loan programs



- Consult with potential providers on child care center development from site assessment through project completion; including assisting with market analysis and business plans for new or expanding child care centers and review of construction and operating budgets
- Manage complex projects that require extensive, highly professional technical assistance such as development of facility designs and pro forma budgets
- Design and update written resources on business supports and facilities planning to support successful long term operations of a child care businesses
- Develop, update and disseminate written material on regulatory, planning, building code and funding requirements for licensed child care center space
- Make presentations internally at LIIF convenings and externally to local community groups, funders and at public hearings regarding child care business and/or facility issues
- Facilitate tracking of pipeline, assign projects and ensure an even distribution of workload among the staff reporting to the Team Leader
- Work with California lending staff when called upon to support provision of loans and advise in the development of strategies for troubled loans
- Support ECE Managers and Directors in the operations of programs and contract/budget management

Stakeholder Relationship Building:

- Work closely with funders and stakeholders as needed to report on the program's progress, and to, collaboratively, solve any problems that may arise
- Collaborate with ECE advocacy and membership organizations to build positive relationships and identify synergies

New Product and Program Development:

- Support Program Manager and Deputy Director in preparing business plans and program guidelines to administer new programs
- Identify specific needs with regard to technical assistance and support within the child care field and propose new products to meet those needs
- Work with child care team to develop and implement those products



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Impact Analysis, Data Management and Program Evaluation:

- Track program outcomes and impact including maintenance of databases
- Participate in design of methodologies to analyze the impact of the programs
- Produce and maintain relevant data on child care business and facilities needs

Strategic Planning & Direction Setting:

- Lead on executing strategic and action plans for programs
- Take opportunities to lead on child care policy and planning work
- Manage funder relations and build a network for other opportunities supporting LIIF's child care work
- Participate in with local committees to remain current on new and existing policies and programs supporting child care facilities

Staff Management:

- The Team Leader directly manages a team of Program Officers and Administrative staff. In this capacity, they will:
 - Lead hiring process and onboarding for new staff
 - Provide direct coaching to develop staff strengths, address any performance issues, and affirm achievements
 - Conduct performance reviews and manage time-off approvals, expense reports and time sheets
 - Monitor workloads and support efforts for ongoing professional development and training

Customer Service:

- The Team Leader, ECE will maintain a positive and professional relationship with LIIF colleagues and LIIF customers and business partners by both initiating and responding promptly to all requests in a responsive, consistent, and accurate manner.



SKILLS REQUIRED:

The ideal candidate will have demonstrated skills, knowledge, and experience in the following areas;

- Five years experience planning and implementing technical assistance and organizational development programs;
- Content expertise in the child care and/or community development fields; knowledge of and experience working with public subsidy 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
- Training and/or experience in real estate development, urban planning, design, construction or related disciplines
- Command of facilities construction, management issues, project management, and cost estimating
- 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.)
- Demonstrated history of stakeholder collaboration and service delivery
- 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



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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. 5 years related professional experience desired.

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@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.

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.