



SENIOR PROGRAM/LOAN OFFICER - CHILD CARE FACILITIES FUNDS

Location: San Francisco

Reports to: Director of California Child Development Programs

Exempt classification: Exempt

Status: Regular, full-time

THE COMPANY

The Low Income Investment Fund is a non-profit community development financial institution, with headquarters in San Francisco and offices in New York, Los Angeles, and Washington, D.C. LIIF builds healthy communities by bridging the gap between private capital markets and low-income neighborhoods. LIIF is a steward for capital invested in affordable housing, childcare, health care, education, and other community initiatives.

POSITION SUMMARY:

The Senior Program/Loan Officer - Child Care Facilities Fund (CCFF) position is San Francisco-based. The Senior Program/Loan Officer supports the creation, enhancement, and maintenance of child care spaces in licensed centers and/or family child care homes by: managing a capital program consisting of both loans and grants for facilities; providing technical assistance and training to child care providers; and working on policy issues to support the child care field. The Senior Program/Loan Officer is responsible for developing and managing a pipeline of potential grantees and borrowers, as well as relationship management with borrowers, lending partners, technical assistance providers, government agencies, and public officials. The Senior Program/Loan Officer will work directly with the Child Care Facilities Fund (CCFF), a public-private partnership designed to expand the supply of quality child care spaces in San Francisco by investing capital in facilities expansion and improvement.

REPORTING RELATIONSHIPS:

The Senior Program/Loan Officer will report directly to the Director of California Child Development Programs, and work with the broader Child Development and LIIF teams.

ESSENTIAL FUNCTIONS

Facilitate Grants and Loans to Child Care Programs

- Develop and maintain grant and loan pipeline through screening inquiries, identifying and responding to new business opportunities, and meeting regularly with current LIIF clients, potential clients, and partners to discuss their development pipelines and capital needs.
- Conduct outreach and provide support to child development programs interested in accessing grants and loans.
- Perform due diligence review and evaluation of capital requests, which may include both grant and loan components; conduct site visits; assess child care providers' capacity for debt; evaluate project readiness and financing sources.
- In collaboration with LIIF's lending team, underwrite and structure loan financing, potentially in conjunction with grants and other funding sources.
- Present grant and loan applications to appropriate committees for approval.
- Work in conjunction with the lending and credit teams to close loans and monitor ongoing performance; monitor grants; complete and submit period reporting to funders.
- Annually update grant and loan products offered, program design, guidelines, and applications



Conduct Site Assessments

- Visit and assess building condition, location, and other key features
- Conduct site inspections; review licensing, building and zoning requirements; and advise on project feasibility in coordination with proposed sponsor, architect, Community Care Licensing, Fire, Building, and Planning Departments.
- 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 child care centers

Provide Technical Support and Analysis to Potential Child Care Providers

- Provide training and technical assistance on topics such as physical environments, business, and any other topics consistent with CCFF and LIIF's mission of supporting the provision of long term high quality child care.
- Develop, update and disseminate information on regulatory, planning, operation success, 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
- Provide support to providers on child care center facility development from site assessment through project completion, including assistance with business planning, construction and operating budgets, and identifying potential funding sources.
- 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.

Impact Analysis and Data Management

- Produce and maintain relevant data 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.

Strategic Planning & Direction Setting:

- Participate in the development and execution of strategic and action plans for CCFF and LIIF's child care work.
- Manage funder relations and build network for other opportunities supporting LIIF's child care work.
- Attend various industry and client functions, representing LIIF as a part of the client team.

OTHER FUNCTIONS

Additional job duties as assigned.

SKILLS REQUIRED:

The ideal candidate will have these key qualifications:

- A minimum of 3 to 5 years' progressively responsible experience;
- Experience with community development and/or real estate lending, including credit analysis, deal structuring, underwriting and due diligence, and loan closings. Experience in community facilities financing, including tools such as New Markets Tax Credits, a plus;
- Proficiency in analyzing financials of nonprofit organizations and for-profit developers as well as operations of community facility sponsors;
- Knowledge of California child care licensing and government funding regulations;
- Knowledge of planning and building codes as they relate to child care or community facilities;



- Demonstrated success in site evaluation and development of licensed child care, youth or other community facilities;
- Strong written and oral communication, including public speaking skills;
- Familiarity with federal, state, and local government funding sources for capital and operating needs of child care centers;
- Working experience with both private sector financial institutions and public agencies;
- Ability to work independently and manage competing priorities with minimal supervision;
- Experience supervising staff and/or consultants;
- Good oral and written communication skills (bilingual preferred).

EDUCATIONAL AND OTHER REQUIREMENTS:

Educational background should include degree work in a relevant area of study such as early care and education, finance, real estate, urban planning, public policy, or business administration. A bachelor's degree is required, an advanced degree is preferred. Experience working as a loan officer or in the field of early child care and education is strongly preferred. In addition, the position requires a high degree of self-motivation, dedication, creativity, and perseverance. Strong time management skills and ability to work well with others are important attributes.

HOW TO APPLY

Forward cover letter (including salary expectation & history) with resume to:

Human Resources

Low Income Investment Fund

50 California Street, Suite 2900, San Francisco, CA 94111 or

email: careers@liifund.org or

Fax: 415-772-9095.

LIIF is an Equal Opportunity Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, gender or national origin.