Position Job Title: National Program Officer, Child Care and Early Learning  
Position Location: USA  
Job Classification: Exempt / Full Time  
Reports to: National Director, Child Care and Early Learning

What We Do  
With residents and partners, LISC forges resilient and inclusive communities of opportunity across America – great places to live, work, visit, do business and raise families.

Strategies We Pursue  
Equip talent in underinvested communities with the skills and credentials to compete successfully for quality income and wealth opportunities.

- Invest in businesses, housing and other community infrastructure to catalyze economic, health, safety and educational mobility for individuals and communities.
- Strengthen existing alliances while building new collaborations to increase our impact on the progress of people and places.
- Develop leadership and the capacity of partners to advance our work together.
- Drive local, regional, and national policy and system changes that foster broadly shared prosperity and well-being.

Over the last 40 years, LISC and its affiliates have invested approximately $20 billion in businesses, affordable housing, health, educational mobility, community and recreational facilities, public safety, employment and other projects that help to revitalize and stabilize underinvested communities. Headquartered in New York City, LISC’s reach spans the country from East coast to West coast in 36 markets with offices extending from Boston to San Francisco. Visit us at www.lisc.org

Focus on Child Care and Early Learning  
Communities across the country have limited access to quality child care and early education, with historically disinvested communities of color and rural areas disproportionately affected. This need has intensified during the COVID-19 pandemic, with experts projecting that up to half of childcare providers may close permanently. As millions of people return to the work, equitable access to quality child care and early learning has never been more essential to the health and economic vitality of families, communities and the nation. As we rebuild a more resilient childcare and early education infrastructure, we also have an opportunity to address longstanding gender and racial inequities by supporting the female entrepreneurs of color who comprise a majority of childcare providers in many communities.
In the field of early childhood facility policy, financing, and practice, LISC has been an advocate, thought-leader and resource to the field for more than two decades. With boots on the ground in 35 urban areas, rural partnerships spanning 44 states, and relationships with other CDFIs, LISC is well positioned to expand its impact in this sector.

Position Description
LISC is seeking candidates for the position of National Program Officer to work as part of a dynamic team operating within LISC’s National Health Division that is focused on building upon LISC’s historical success and leadership in the early learning facilities arena while elevating the initiative to a new scale and scope.

The successful candidate will work to deploy strategic investments and technical assistance that promote equitable access to quality early learning environments for all children across urban and rural America. They will interface across LISC’s network of local offices; maximize use of existing financing products; support follow up and execution of key external strategic partnerships and will help develop resources, materials and presentations that seek to elevate LISC’s presence in and value to the sector.

The successful candidate will be particularly adept at adjusting workflow to meet emerging priorities. Essential functions of the position will include the following, with adaptations based on the key strengths of the successful candidate and alignment with the overall team:

Technical
- Provide strategic support to existing and emerging LISC early learning local initiatives (urban and rural)
- Assist with development of knowledge-sharing resources for the field
- Support capacity-building efforts to better equip LISC staff in delivering quality support to early learning partners, including capital
- Respond to unsolicited inquiries about the program
- Offer technical support to staff underwriting child care and early learning loans as needed

Training, Resource Sharing and Presentations
- Manage all aspects of researching and developing content for national presentations related to facilities, financing and business supports for the child care and early learning sectors
- Manage the development of knowledge-sharing resource materials on content relevant to LISC’s areas of expertise in child care and early learning
- In collaboration with Program Director, seek out and follow up on opportunities to showcase work on a national stage and bring content and value to new audiences

Policy
- Support LISC’s national policy office in pursuit of state and federal legislation and funding that promote a supportive environment for early learning facilities development and equitable access to quality learning spaces nationwide
• Participate in and support work of relevant advisory committees and strategic coalitions, such as the National Children’s Facility Network

Project Management
• Shepherd all aspects of assigned projects through to successful completion
• Gather data and organize information to complete project reports as needed
• Manage assigned consultants, sub-contracts and sub-awards

Resource Development and Communications
• Gather relevant information and craft funding applications and responses to funder inquiries
• Track and report information connected to funding awards.
• Publicize the program both externally and internally, including developing materials and maintaining social media and other outward facing platforms
• Performs additional duties, as required.

Qualifications
• Bachelor’s degree from an accredited college or university. Master’s Degree, preferred.
• Minimum 5 year’s work related experience in early learning/education program development.
• Experience in community development financing products such as predevelopment, acquisition, construction, bridge and permanent loans; lines of credit; and tax credit equity.
• Experience in early learning sector, state policies and possess a comprehensive understanding of the funding streams that support the early learning sector.
• Demonstrated experience in project financing, market analysis, deal structuring, and financial analysis.
• Ability to manage multiple, complex projects and deliverables.
• Strong verbal and written communication skills.
• Proficient in Microsoft Office Suite including Excel and PowerPoint.
• Ability to implement new concepts and practices.
• Good attention to detail.
• Demonstrated interest in LISC’s overall mission.

LISC provides a competitive salary and excellent benefits.

To apply, please email a cover letter and resume to: childcare@lisc.org (include position title in subject line)

LISC IS AN EQUAL OPPORTUNITY EMPLOYER
COMMITTED TO DIVERSITY, INCLUSION, EQUITY and JUSTICE