



**Reinvestment Fund
Position Announcement
Program Analyst, Early Childhood Education
Baltimore | Philadelphia**

FLSA Status: Exempt

Reports To: Chief Program Officer

Date: May 2022

About Reinvestment Fund

Headquartered in Philadelphia, Reinvestment Fund operates nationally with regional offices in Baltimore, MD, and Atlanta, GA. Reinvestment Fund is a national mission driven financial institution that creates opportunity for underserved people and places through partnerships. We marshal the capital, analytics, and expertise necessary to build strong, healthy, and more equitable communities.

As a federally certified community development financial institution (CDFI), our job is to make finance an agent of positive change and equitable growth. We provide loans, grants and technical assistance to businesses and nonprofits. Our borrowers and grantees educate students, support local economies, and create jobs. They build affordable housing and provide community goods and services that include access to nutritious food, hunger relief, physical and mental health care, and other social services.

Reinvestment Fund offers its staff an unrivaled platform to combine business acumen and financial skills with social mission. At Reinvestment Fund, you'll be part of a talented and passionate team of communicators and business development staff, lenders, portfolio managers, analysts, grant program managers, accountants, and policy researchers who bring their unique talents to our mission.

Reinvestment Fund is currently undergoing a multi-year race, equity, and inclusion organizational change process, and we are seeking candidates who share a commitment to advancing racial equity and anti-racism and are prepared to engage in that work.

Work Location

Reinvestment Fund is maintaining a remote work environment through mid-2022 due to COVID. Reinvestment Fund expects to provide a flexible work arrangement that will be a hybrid home/office work arrangement in 2022 and beyond. It is anticipated that a combination of working remote and two days in a Reinvestment Fund office location will allow for face-to-face interactions. Depending on the nature of the job, a more flexible work schedule may be considered.

About the Position

Reinvestment Fund is currently seeking a Program Analyst to join the Early Childhood Education (ECE) team in its Capacity-Building and Capital Access Programs group. Reinvestment Fund operates several technical assistance and regranteeing initiatives with the support of local or national foundations, and state, local and federal public agencies and governments. A growing series of our programs work to support the creation and retention of high-quality early education opportunities, particularly for low-income families. During the pandemic we operated multiple relief/recovery programs for ECE, but chief among our core programs are:

- Fund for Quality (FFQ) – Currently operating in Philadelphia, the Fund for Quality is a targeted investment fund that is expanding the availability of quality early childhood education in Philadelphia. It is a partnership between Reinvestment Fund and Public Health Management Corporation (PHMC) with support from the William Penn Foundation and Vanguard Strong Start for Kids Program™. Through business planning support and facilities-related financing, the fund enables high-quality providers to expand their services to reach more low-income families.
- Early Learning Quality Fund (ELQF) – Currently operating in Washington, D.C., ELQF is capitalized through a program-related investment (PRI) and provides technical assistance services and funding for minor facility improvements. This is a partnership between Reinvestment Fund and PHMC with support from the Bainum Family Foundation.
- Philadelphia Revolving Loan Fund – Beginning in 2018, this fund offers flexible and low-interest loans to early childhood education providers in Philadelphia. Loan sizes vary from \$5,000 - \$50,000 and are primarily unsecured in nature. The program has an underwriting target of closing 10 loans annually. The fund is capitalized with grant dollars made available from the William Penn Foundation.

The expectation is that Reinvestment Fund will continue to grow our core ECE programming as well as take the lead on more specialized programs and initiatives in the future. The position will have additional administrative duties for other programs as time and capacity permit.

Reporting directly to the Program Director, Early Childhood Education, the Program Analyst is expected to work independently and collaboratively with program staff, program participants, consultants, vendors, and other constituents.

This is an excellent opportunity for a self-motivated individual with both a team approach and systems-oriented thinking skills to help grow and further develop innovative programs.

Responsibilities

Program Management and Client Support

- Assist ECE providers through the grant or loan life cycle, providing technical assistance regarding application, review, ongoing management, and closure processes. Communicate additional questions or needs in a supportive manner.
- Support grantees and borrowers in collecting documentation for payment requests according to grant and/or loan program requirements and submit payment requests to Reinvestment Fund's finance department.
- Provide technical assistance to applicants regarding budgeting and developing financial projections.
- Support development and dissemination of program communications, including program announcements, outreach to local stakeholders, and business planning resources.
- Assist Program Director in evaluating program outcomes and communication of lessons learned to a broad audience.

- Assist Program Director in long- and short-term program planning, design, and implementation, ensuring achievement of milestones and overall program goals within budget and approved timeline.
- Maintain project files in excellent condition and consistent with grant and loan policy and departmental procedures, with sufficient documentation for third-party review, prepare files for timely audits.

Project and Financial Analysis

- Assist grantees in developing budgets and multi-year operating projections.
- Perform financial statement spreading and analysis as necessary for ECE grants and loans. This includes multi- year operating projections, development of cash flows, budgets, and tax returns for both businesses and individuals.
- Support ECE staff in development of financial assessment tools utilizing client information including multi- year operating projections, cash flows, budgets, and tax returns for both businesses and individuals.
- Obtain and review customer financials and other project compliance materials as required during the grant or loan reporting period.
- Design and project manage the planning, development, and delivery of instructional financial and project-related technical assistance and training.
- Obtain all available and necessary financial data from client and other sources to ensure thorough analysis and obtains up to date financial statements when due on an account.
- Assist the Program Manager in preparation of grant and credit memoranda and supporting materials for loan approval process which consider both the financial and programmatic (mission) impact.
- Assist Loan Closing Specialist and ECE staff with grant and loan closings, tracking final and outstanding documents
- Assist other ECE team members with financial analysis as requested.

Qualifications

- Minimum Bachelor's degree required.
- Advanced course work a plus and/or at least two years' relevant experience working in early childhood education, financial analysis, lending support, program management, grants management, community development finance, or other related field.
- Experience working with, and passion for supporting, the ECE sector.
- Experience providing training and business technical assistance to ECE providers or small businesses a plus.
- Experience providing excellent customer service skills and offering patient technical support with online applications and other technology.
- Excellent communication skills around project eligibility requirements, next steps, and outstanding needs.
- Ability to work supportively with ECE directors and staff, both of large and small child care homes.
- Ability to work with individuals and groups with diverse interests and needs including partner organizations in the public and private sector.
- Experience working on community-based issues and/or project/program management roles.

- Knowledge or willingness to learn about facility project management and best practices as they relate to childcare or community facilities.
- Demonstrated strong project management skills, including organization, time management, defining and setting priorities, and problem-solving.
- Exceptional attention to detail.
- Ability to define problems, collect data, establish facts, and draw valid conclusions.
- Excellent verbal and written communication skills.
- Ability to thrive when working with a high-performing, collaborative, and constructive peer group.
- Personal qualities of integrity, credibility, and a commitment to and passion for Reinvestment Fund's mission.
- Demonstrated professional and social aptitude.
- Proficient in MS Office – Word, Excel, Access, Outlook

Compensation and Benefits

Reinvestment Fund offers a competitive salary based on experience and skills, as well as an excellent benefits package including employer-paid health, disability and life insurance, 401(k) retirement savings plan with employer match, flexible spending accounts (medical, dependent care), commuter benefits, tuition reimbursement, paid time off, and EAP program.

To Apply

Please complete the online application at www.reinvestment.com and attach your resume and a cover letter.

Reinvestment Fund uses *E-Verify* to validate all new hires' ability to legally work in the United States. Reinvestment Fund is an Equal Opportunity Employer. Reinvestment Fund does not discriminate in hiring or employment practices on the basis of race, color, religion, gender, age, sexual orientation, marital or familial status, national origin, non-job-related disabilities, or status as a veteran.

Reinvestment Fund, Inc. has an affiliate, RF Impact Advisers, Inc. ("RFIA") that is a state-registered investment adviser. In order to advance compliance with and prevent violations of federal and state securities laws and to avoid even the appearance of a conflict of interest, RFIA has adopted a Code of Ethics to govern certain conduct of its staff, including certain staff of Reinvestment Fund because Reinvestment Fund is an advisory affiliate of RFIA. As part of this Code of Ethics, there are specific personal reporting and other requirements and disclosures of personal financial and/or securities transactions information. For certain individuals this reporting will extend to your household members. You may be subject to a background check.