



**Reinvestment Fund  
Position Announcement  
Program Director, Early Childhood Education  
Atlanta | Baltimore**

**FLSA Status:** Exempt

**Reports To:** Chief Program Officer

**Date:** May 2022

### About Reinvestment Fund

Headquartered in Philadelphia, PA 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 100% 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.

The Program Director for Early Childhood Education will be based at Reinvestment Fund's Atlanta or Baltimore office. The position requires travel (30%) to project locations throughout the Southeast to perform programmatic field work and engage stakeholders required.

### About Early Childhood Education at Reinvestment Fund

Early childhood education (ECE) is fundamental to our economy's health and ability to expand access to opportunity among a wider segment of Americans: families across the income spectrum need reliable childcare to work; ECE owners and staff need to earn money, build wealth, and plan for the future; and children need high quality ECE to increase their school readiness, academic achievement, and lifetime earnings. Yet perhaps no other sector is so essential to our society's functioning and sustainability and is as poorly compensated and undervalued as ECE.

For these reasons, Reinvestment Fund is committed to supporting the sector through a growing series of 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, 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.

### About the Position

The expectation is that Reinvestment Fund will continue to grow these core programs as well as take the lead on more specialized programs and initiatives in the future. Reporting directly to the Chief Program Officer, the Program Director will work with internal and external stakeholders to design, develop and implement effective and engaging programs that provide capital and technical assistance to ECE businesses serving low-income families in select communities across the country. The Program Director will join its Capacity-Building and Capital Access Programs team delivering technical assistance, capacity building and grant programs. Reinvestment Fund manages several initiatives with the support of local or national foundations, and state, local and federal public agencies and governments.

This is an excellent opportunity for a self-motivated individual with both a team approach and systems-oriented thinking skills to help grow, further develop, and implement innovative programs. The Program Director will be expected to work independently and collaboratively with program staff, participants, consultants, vendors, and other stakeholders.

## Responsibilities

### *Leadership and Communications*

- Serve as the external face of ECE for Reinvestment Fund with a wide array of stakeholders including foundation leaders, non-profit and for-profit executives, and possibly state and federal legislators.
- Cultivate and manage relationships with external program partners for ECE – funders, advisors, program/client constituencies, vendors, and consultants.
- Report to funders in format and timeline as outlined in the program contracts.
- Direct programs' contribution to building the CDFI field through various forums including written distillation of research and analysis.
- Responsible for the marketing and communications of ECE programs with support from the Communications and Investor Development (CID) group, with an eye to lifting our national visibility.
- Lead Reinvestment Fund's national ECE financing and policy efforts, representing us and educating funders and policymakers.
- Support the CPO to maximize the strategic value of program activity across Reinvestment Fund.
- Manage ECE team members across office locations working on multiple initiatives with different funders.

### *Program Management, Grants Management and Program Implementation*

- With support from Reinvestment Fund teams including finance, grants management, and compliance, support applicants and recipients of financial and technical assistance regarding applications, documentation, funding disbursements, workplans and budgets, compliance and reporting, and ongoing project tracking.
- Create and manage program budget and any associated contract agreements with subcontractors delivering programmatic and technical assistance services.
- Monitor grants during and after grant period, including obtaining and reviewing financial and narrative progress reports, ensure grantee adherence to workplans, track major purchases, and review other project compliance materials as required during and after grant period.
- Maintain project files in excellent condition and consistent with organizational policy and departmental procedures, with sufficient documentation for third-party review, prepare files for timely audits.

## Education and Experience

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and ability required.

- Bachelor's degree required, advanced degree in related field preferred.
- At least 7 years of relevant work experience with 3 of those years in a team management role.
- Related job experience with increasing levels of expertise and ownership in Grants Management, Financial Services, Nonprofit Management, Project Management, Government or other related analytical fields a plus.

## Skills and Qualifications

- Demonstrated content expertise and familiarity with ECE quality improvement programs and at least two other of the following dimensions of learning: community development, personal finance/tax, ECE policy, small business lending.
- Demonstrated success developing program models, and selecting and successfully operationalizing, innovative programs.
- Demonstrated interest in and understanding of ECE policy.
- Strong project management skills and track record of managing complex, multifaceted projects resulting in measurable successes and program growth.
- Experience having worked with a high-performance, collaborative, constructive peer group.
- Comfort managing up, down and sideways to achieve transformative outcomes.
- Ability to balance large picture perspective with tactical details. High degree of comfort working in an emergent entrepreneurial setting.
- Excellent verbal and written communication skills for a variety of audiences with exceptional attention to detail.
- Experience in managing, communicating and reporting to external funders.
- Personal qualities of integrity, credibility, and a commitment to and passion for Reinvestment Fund's mission and work.
- Inspiring leadership and relationship building; able to quickly build trust and credibility with both internal and external stakeholders.
- Technical Aptitude – Advanced proficiency with Microsoft Office, particularly Excel, Word, and PowerPoint; able to pick up new systems quickly; has familiarity with database structures and definitions; comfort in interfacing data between various systems; understanding of CRM principles and functionality; demonstrated experience in business process analysis.
- Demonstrated customer service orientation – ability to support applicants and customers through the life cycle of a grant or loan patiently and with a mindset toward furthering their understanding of the capital access process.
- Communication Skills – Ability to create and communicate ideas through speech and written communications. Effectively uses data visuals and other presentation materials to establish facts; ability to communicate in meetings using a consultative, collaborative, client-oriented approach.
- Collaborative Nature – a positive “can-do” attitude and demonstrated calmness and composure in times of uncertainty and stress; strong work ethic and a desire to make an impact; high level of emotional intelligence and ability to influence others without authority.
- Strategic Thinker and Implementer – Ability to understand overarching business goals, transform them into business requirements, and logical steps toward achieving a business objective; able to participate in all project management roles, and has cross-functional business experience.

## 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](http://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.