

## **POSITION ANNOUNCEMENT**

### **CHILD CARE PROJECT MANAGER**

The Community Economic Development Assistance Corporation (CEDAC) and Children's Investment Fund (CIF) seek a Project Manager to join our child care team. CEDAC is a quasi-public state corporation that provides technical assistance and loans to community-based non-profit development organizations. The Children's Investment Fund (CIF) is an affiliate of CEDAC. CIF is a Community Development Finance Institution (CDFI) that serves as a vital financial and technical assistance resource to non-profit early childhood education and out-of-school time organizations engaged in facility improvement or expansion projects.

The scope of the CIF's work includes technical assistance, training, grant and loan programs, and advocacy and outreach on improving facilities for community-based programs serving low-income children. In addition, the CIF works with providers and advocacy groups, funders, state officials, and others interested in improving educational outcomes for low-income children and children at risk.

#### **Project Management at CEDAC/CIF**

The Project Manager will join a diverse team of twenty-five employees, including a three-member child care team. The Project Manager reports to the Director of the Children's Investment Fund. The Project Manager is a lender and technical assistance provider focused on facilities development for early childhood education and out-of-school time programs in Massachusetts. They are expected to collaborate with our borrowers and grantees to provide support and technical assistance with a strong customer service focus. The Project Manager facilitates the successful management of all phases of the real estate development process, providing organizational development services to child care providers; managing the underwriting, approval, and disbursement processes for loans and capital grants to clients. They advise clients during development and manage the loan and grant process from underwriting to disbursement. They also work with clients to achieve successful project completion by helping to secure additional resources as needed.

#### **Specific Responsibilities Include:**

##### Lending

- Originate and underwrite predevelopment, acquisition, construction, and term loan requests, underwrite financial analysis and prepare recommendations for Board review and approval.

- Communicate and problem-solve with borrowers to address any questions and concerns resulting from evaluation and analysis.
- Perform internal loan and contract management functions, including monitoring project progress and loan status; monitoring and evaluating contractor performance; and preparing reporting documents as necessary.
- Maintain and nurture relationships with a portfolio of existing borrowers.

#### EEC Capital Grant Underwriting & Closing

- Participate in planning and creating the competitive funding round materials.
- Evaluate and underwrite grant requests from providers, and prepare analysis and recommendations for the MA Department of Early Education and Care. For approved grants, manage the grant legal closing and disbursement process.
- Monitor project progress and grant status; review and approve provider funding requisitions consistent with agreed grant terms; and prepare reporting documents as necessary.

#### Technical Assistance & Borrower Support

- Provide development technical assistance to the agency's clients, including initiation of project development opportunities; advice to clients in strategic thinking and planning; assistance in site acquisition and preparation of financing applications; evaluation, selection, and management of professionals in a development team.
- Contribute content and deliver training related to facilities development, outdoor space, and other topics as needed.
- Provide organizational development assistance to child care organizations, including advice and guidance about board development; direction and advice regarding appropriate management responsibilities and financial and administrative procedures; and overall project decision making.

#### Outreach/Marketing

- Market CIF's loan products and technical assistance services as requested at conferences and meetings.
- Conduct outreach that complements and expands current business development efforts, particularly in underserved areas of the state.

#### Program & Policy Development

- Remain current about changes in the early childhood education and out-of-school time and community development sectors related to law, policy, and regulations affecting the availability of financing.

- Attend program, and agency-wide meetings to foster communication and collaboration.
- Perform other duties as directed or as needed.

## **Qualifications:**

### Work Experience

- Five years related experience, including progressively responsible experience in real estate finance and development. At least seven years of experience and project management experience for a community-based development organization preferred.
- Previous development experience in community-based or other non-profit development organizations or public development finance agencies required.
- Familiarity with the child care field preferred

### Skills

- Excellent written and verbal communications skills required.
- Demonstrable ability to engage in financial analysis essential.
- Ability to work as a member of a highly motivated team is critical, as is a commitment to non-profit community development.

### Education/Training

- Minimum of Bachelor's degree required. Relevant master's degree helpful but not required

### Other

- Ability to work a hybrid schedule at this time. CEDAC and CIF's offices are located at 18 Tremont Street in Boston, but currently, due to COVID-19, staff are working remotely from their homes. Staff is scheduled to return to the office on a hybrid schedule in the Fall, 2021. CEDAC and CIF will provide computer and related equipment and supplies for working remotely.

## **Compensation:**

In addition to a competitive salary, this position offers an impressive benefits package that includes:

- Health, dental, life, and disability insurance (please note that at the current time, CEDAC pays the full medical and dental insurance HMO premium for employees and their qualified dependents).
- Section 125 flexible spending account for medical and dependent care.
- 403(b) deferred compensation plan, vesting immediately.
- Three weeks paid vacation to start.

- Thirteen paid holidays.
- Three personal days.
- Twelve sick days.
- Flexible work schedule, if needed, due to COVID-19 pandemic.

**Please send a resume and cover letter (telling us why you are interested in this position) no later than September 13, 2021. We will review applications as we receive them. Earlier applications are strongly encouraged.**

**Please send your application to: [careers@cedac.org](mailto:careers@cedac.org)**

CEDAC and CIF are focused on equality and seek to promote diversity of race, gender, sexual orientation, religion, ethnicity, and national origin to the greatest extent possible in all of their hiring practices. Persons with disabilities, Black, Indigenous, and People of Color candidates are strongly encouraged to apply.