

PREPARE + PROSPER

WORKING TOWARD A BRIGHTER FINANCIAL FUTURE

Financial Empowerment Program Manager Salary range: \$48,000 to \$53,000

ABOUT PREPARE + PROSPER

Prepare + Prosper (P+P) is a nonprofit that works with people to build financial well-being and address financial inclusion. Harnessing the power of volunteers and partnerships, we provide free tax preparation and financial services, products, and coaching, and work to change systems to create economic opportunity for everyone. We are committed to the principles of diversity, equity, and inclusion in our work and are particularly interested in receiving applications from people of color and those with lived experiences similar to the people who use our programs. Learn more about P+P at prepareandprosper.org.

POSITION AT A GLANCE



Our preferred candidate comes with a strong understanding of personal finances for low-to-moderate income communities, experience in program and volunteer management, and a passion for people and relationships.



This is an exempt, full-time position with a comprehensive benefits package.



The office is located near University Avenue and Highway 280 in St. Paul with free parking and public transit options available. Work is performed in-person and remotely.



This position reports to the Programs + Strategy Director.

ABOUT THE POSITION

The Financial Empowerment Program Manager is responsible for the direct management of and innovation of the volunteer-based financial coaching program, Money Mentors. Money Mentors' focus is on human-centered program models and meeting people where they are at to break down stigmatized feelings about money and create safe spaces for people to work 1:1 with financial coaches and in peer groups which empower participants to take action to chart their own paths to financial health.

The position promotes and incorporates diversity, equity, and inclusion in planning, decision-making, and program implementation to advance P+P's racial equity and economic justice commitment to address systemic racism and foster trust in supporting customers in building financial well-being.

HOW THE POSITION BREAKS DOWN

Program management and innovation (approximately 55% of the position)

- Manage all Money Mentors participant recruitment, onboarding, and engagement.
- Manage and support the participant-led peer learning sessions.
- Build programming in response to community needs and with community input.
- Create program outreach and recruitment strategy and content for communications, tools, and trainings.
- Manage program data collection and reporting using shared CRM software and other tools.
- Depending on skill set of the candidate, this role may include delivering direct financial coaching to a small caseload of participants.

Training development and delivery, (approximately 20% of the position)

- Develop and deliver financial coaching training curriculum to volunteer coaches.
- Be a steward for financial capability resources across all P+P's programs and external stakeholders.

Volunteer management, (approximately 10% of the position)

- Manage the onboarding, training, scheduling, and engagement of 30+ volunteer financial coaches.
- Create a process and pathway for program participants to become volunteer financial coaches.

General management – (approximately 15% of the position)

- Provide mentoring for assigned staff and the monitoring of individual work plans.
- Participate in educational opportunities; maintain networks; participate in professional organizations.

WORK ENVIRONMENT

- This position operates primarily in an office environment that is accessible.
- Work is performed in-person and remotely based on business needs. Schedule will include occasional Saturdays and one to three weekday evenings per month.
- This role routinely uses standard office equipment.
- While performing the duties of this job, the employee is regularly required to talk and hear. The employee frequently is required to move around the office and between offsite meetings; grab, move, and manipulate objects, and operate a computer.
- Workplace is a smoke- and drug-free environment.

HOW WILL YOU KNOW IF YOU ARE A GOOD FIT?

Overall, P+P seeks candidates who are smart thinkers, are self-directed yet collaborative, and care about making people's lives better.

- A strong understanding of personal finances, particularly for low-to-moderate income communities.
- Two to four years of experience in program management.
- Relationship-building and effective communication with communities, organizations, and people of varying cultural and socio-economic backgrounds.
- Ability to demonstrate best practices in volunteer management.
- Training or experience in coaching practices is appreciated, but P+P will send candidate to an appropriate training opportunity for certification if needed.
- Strong public speaking skills as well as large and small group facilitation.
- Strong organizational skills, keen attention to detail, accuracy, and follow-through.
- Proficiency in using general office software, such as MS Office, Google Docs, HubSpot, or similar platforms, to maintain records and data.
- Bilingual/Bicultural is desirable.

BENEFITS THIS POSITION OFFERS

Our benefits package for this position includes:

- Health, dental, life, and short/long term disability insurance
- Generous PTO accrual rate (19 paid days off for the first year of employment)
- 16 paid holidays (14 set days and two floating holidays)
- Retirement plan (SIMPLE IRA)
- Flexible Spending Account/Health Savings Account
- Mileage reimbursed for work-related travel

HOW TO APPLY

- Please submit resume and cover letter by 06/06/22 to jobs@prepareandprosper.org with the subject line "Financial Empowerment Program Manager." Indicate in your email where you heard of the position opening. Anticipated start date is July 2022.

OUR COMMITMENT TO EQUAL EMPLOYMENT OPPORTUNITY

P+P continues to work towards a more inclusive workspace, and as such, we are an equal opportunity employer and do not discriminate against any employee or applicant for employment because of race, skin color, ethnicity, religion, gender, sexual orientation, national origin, disability, age, marital status, military status, pregnancy, or parenthood.