

PREPARE + PROSPER

WORKING TOWARD A BRIGHTER FINANCIAL FUTURE

Engagement 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 empowerment 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 is a natural connector, community-oriented, and a strong relationship-builder.



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 hybrid at this time, performed remotely and in person time due to COVID-19.



This position reports to the communications + engagement director and supervises the social media + outreach coordinator.

ABOUT THE POSITION

The engagement manager is the face of the organization in the community and is passionate about building relationships and connecting people and organizations to Prepare + Prosper (P+P). The manager is key to the success of P+P services, programs, and initiatives and looks for opportunities when meeting with partners, customers, and external groups. A natural relationship builder and connector, the manager will help P+P grow its presence. They are responsible for supporting the organization's strategic communications and brand advancement, particularly as it relates to the stakeholder groups of customers, volunteers, partners, and community leaders. Must possess a valid driver's license and regular access to an insured vehicle.

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. We value lived experience and those with lived experiences similar to the people in our programs.

HOW THE POSITION BREAKS DOWN

Community outreach, engagement + strategy (60%)

- Create, drive, develop, implement, and evaluate the community outreach strategy(ies) to increase visibility and engagement in P+P's programs: Tax and financial services, Money Mentors financial coaching, and the FAIR Banking initiative.

- Grow P+P's presence and program visibility in the Twin Cities metro area through a variety of community-based outreach activities (e.g.: distributing information, tabling, presentations, and developing relationships with organizations to identify unique partnership and referral opportunities).
- Build new and deepen existing relationships with organizations led by Black, Indigenous, and people of color (BIPOC).

Communications (25%)

- Support the communications + engagement director in the development of outreach communications materials and content, which includes emails, social media, texting, and web content.
- Develop key outreach messages, identify social media opportunities, and ensure P+P brand is maintained in all external and internal materials.

General Management (10%)

- Directly supervise the social media + outreach coordinator.

Other (10%)

- Update knowledge by participating in educational opportunities; maintaining networks; participating in professional organizations.
- Participate in cross functional project areas related to communications, financial coaching, taxes and financial services, FAIR, volunteer resources, and outreach.

WORK ENVIRONMENT

- This position operates primarily in an office environment that is accessible. Some work at off-site locations may be required and those may not necessarily be fully accessible.
- This position operates primarily in an office environment that is accessible and currently is primarily remote.
- While performing the duties of this job, the employee is regularly required to talk and hear. The employee frequently is required to stand; walk; use hands to finger, handle or feel; and reach with hands and arms.
- Travel between the main office and remote Twin Cities locations is required. Must possess a valid driver's license and an insured vehicle.
- Must be available to work during evening and weekend hours 2-4 times a week from December to March and 3-5 times a month from April to November.

HOW WILL YOU KNOW IF YOU ARE A GOOD FIT?

Overall, P+P seeks candidates who are smart thinkers, can be self-directed yet collaborative, and who care about making people's lives better. The right candidate will possess:

- Two to four years of experience in non-profit program management or social enterprise work.
- Clear understanding of income and wealth gaps (by economics, race, and gender), under-resourced communities and inequity.
- Experience in the fields of outreach, organizing, advocacy, communications, or public relations.
- Ability to work on several projects simultaneously, balance priorities, and meet deadlines.
- Professional, highly motivated, and enthusiastic attitude.
- Self-directedness and solid organizational skills with keen attention to detail, accuracy and follow-through.

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 08/08/22 to jobs@prepareandprosper.org with the subject line "Engagement Manager."
- Indicate in your email where you heard of the position opening.
- Anticipated start date: September

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.