FINANCIAL STABILITY MANAGER

GENERAL PURPOSE OF THE POSITION:

Manage, coordinate, deliver and promote activities to meet RUW's Income focused goals, strategies and outcomes. Provides project coordination for RUW financial stability programs and initiatives, including (but not limited to) Free Tax Preparation and Financial Coaching and Education.

FLSA STATUS: EXEMPT (F/T)

WORK SCHEDULE: Core Office Hours of Monday-Friday, 8:00 a.m. to 4:30 p.m.
Must be able to work a flexible schedule with the possibility of early evening, and weekend work.

REPORTS TO: Vice President of Community Impact

PRINCIPAL DUTIES AND RESPONSIBILITIES:

- 45% Manage Financial Coaching and Education opportunities and events
- 15% Manage Free Tax Preparation initiative and staff
- 10% Prepare and administer financial stability related grant funding opportunities
- 5% Research, identify and develop financial stability related strategies and initiatives
- 5% Gather, compile and present financial stability related research/data/information and outcomes
- 5% Measure, evaluate and communicate nonprofit capacity building results and outcomes
- 2.5% Lead and build new collaborative relationships to include the Financial Stability Coalition
- 2.5% Organize and promote financial stability related community dialogue opportunities and events
- 2.5% Maintain and promote financial stability related community resources information
- 2.5% Identify and promote financial stability related public policy/advocacy engagement opportunities
- 2.5% Provide general program support to other RUW initiatives as needed
- 2.5% Provide counsel to the Vice President of Community Impact to help guide organizational strategies

QUALIFICATION/REQUIREMENT:

- Communication, organization and planning skills
- Ability to plan and manage multiple tasks to meet deadlines
- Excellent customer service skills
- Able to present information and data in written, electronic and oral forms
- Able to work with little supervision
- Proficient with Microsoft Office and web based applications
- Must have the use of a reliable vehicle for transportation to outside meetings and events.

EDUCATIONAL PREREQUISITES:

- Bachelor's Degree or equivalent relevant experience
- IRS Certification (provided on the job)
- Financial Certification preferred

Updated 06/07/2016

SKILL AND EXPERIENCE PREREQUISITES:

- Experience working with nonprofits and/or financial institutions required
- Minimum of 1 year experience in tax preparation and/or financial counseling/coaching preferred

PHYSICAL AND MENTAL DEMANDS:

Requires sitting for long periods of time at a computer and keyboarding for up to 7 hours a day. Requires the ability to multi-task between program duties and various tax site locations throughout PD16. Typically lifts tax program files, computer equipment and storage boxes of 25-50 lbs.

PROFESSIONAL EXPECTATIONS:

- Maintain confidentiality - employee records, client information and financial data
- Works as collaboratively as a team member with staff and volunteers
- Complies fully with corporation's Code of Ethics
- Complies with all local, state and federal laws
- Completes all assigned responsibilities in a timely manner

The statements made herein are intended to describe the nature and level of work being performed by employees assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified.

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EMPLOYEE SIGNATURE DATE