



Program Manager of Economic Opportunity Position Description

Position: Program Manager of Economic Opportunity

Status: Full-time

Reports to: Director of Economic Opportunity

Economic Opportunity Overview:

The purpose of our Economic Opportunity initiatives is to reduce racial/geographic gaps in income, wealth and opportunity. Primary beneficiaries of these initiatives are low- and moderate-income people; outreach efforts are focused on community partners that have direct access to these populations.

Neighborhood Allies has developed unique expertise in this field and has been recognized nationally by Prosperity Now, National Disability Institute, Cities for Financial Empowerment Fund, and CFPB. Our role is to develop strategic partnerships, raise philanthropic and government funding, replicate successful national programs, launch new or expand existing initiatives and provide ongoing data analysis for continued progress toward programmatic and client outcome goals. We are able to measure quantifiable gains in account access, account utilization, credit scores, savings rates, and debt reduction, both in the aggregate and by specific race, age, income, and gender categories.

Our Economic Opportunity portfolio includes the following programs and networks:

[Financial Empowerment Center](#)

[Fund My Future](#)

[Bank On Allegheny County](#)

Asset Building Network

Disability Awareness & Financial Inclusion Working Group

Based on the success of current partnerships, demonstrated needs in the community, and availability of funding, 2021 will be a period of significant growth for this program area.

Primary Responsibilities:

- Provide program support to the Economic Opportunity initiatives listed above
- Contribute to fundraising proposals, reports and ongoing communications with financial supporters and policy makers to sustain and scale the efforts
- Develop social media and traditional marketing content to promote initiatives with the general public and to share with programmatic and funding partners (design expertise not required)
- Collect and analyze data to evaluate program elements, determine effectiveness and communicate conclusions and successes with partners and funders
- Review research on relevant topics (financial capability, children's savings, asset building, savings incentives, banking access, programmatic integration, etc.) and make suggestions for improvement and expansion of initiatives based on findings
- Nurture mutually beneficial programmatic partnerships with peers and service providers that contribute to higher programmatic participation and success

NEIGHBORHOOD ALLIES

- Develop Bank On Coalition partnership agreement, communicate benefits to prospective members, maintain membership roster, and manage email account
- Plan and implement network meetings, informational workshops and resource fairs
- Communicate with issue-specific networks, providing information and networking opportunities
- Manage the “Pittsburgh Saves” campaign with support from America Saves and local partners
- Join regular team meetings and strategy sessions

Qualifications:

- Passion about financial capability as an approach to build assets and overcome poverty, including one-on-one counseling, banking access, policy reform, and savings incentives
- Independent thinking; “self-starter” who can plan and implement a project
- Experience in banking and/or direct service provision in the community sector
- Knowledge of equity/inclusion issues
- 5+ years of overall professional work experience or master’s degree
- Excellent written/oral communication and listening skills, and strong project management skills
- Ability to develop and analyze various evaluation metrics
- Intellectual capacity and curiosity
- Strong analytical and problem-solving skills
- High level of interconnectivity with people
- Experience developing relationships with underserved or underrepresented communities, communities of color and differently able communities
- Openness to learning and eagerness to develop new skills and abilities.

Salary:

Salary range for this position is currently offered at \$45,000 - \$55,000 depending on experience with an excellent benefits package.

To Apply:

Please send a cover letter and resume, with “Economic Opportunity Program Manager” in the subject line to: info@neighborhoodallies.org

No phone calls, please.

NEIGHBORHOOD ALLIES IS AN EQUAL OPPORTUNITY EMPLOYER COMMITTED TO DIVERSITY AND INCLUSION