Financial Education Associates

Executive Director

Job Description

Position Title: Executive Director

Job Type: Full Time

Reports To: Board of Directors

Location: Remote

Salary: $95,000-$110,000, commensurate with experience

About FEA

At Financial Education Associates (FEA), our mission is to provide unbiased information to Massachusetts low- and moderate-income residents organizing their finances to achieve larger financial goals. These goals include home purchases, education, entrepreneurship, and retirement. We hold a Seal of Approval from the Massachusetts Homeownership Collaborative and are an affiliate of the HUD Counseling Agency.

We've worked to advance this mission by providing homebuyer education classes since our inception, and have graduated over 18,000 people. We also provide financial education seminars, online homebuyer classes, online landlord classes, classes for new homeowners, and counseling. Through this work, we are proud members of the MIDAS Collaborative and the Citizens’ Housing and Planning Association.

About the Job

The Executive Director, reporting to our Board of Directors, is the chief executive of Financial Education Associates. The ED is responsible for guiding the organization, managing operations, strategic planning, and carrying out the mission of the organization. The position is hands-on for many of the day-to-day responsibilities of this small organization.
Essential Duties and Responsibilities

Vendors, Contracts, Compliance

- Create systems required for reporting to clients and contractual agreements. This includes managing the website, registration system, and client management systems.
- Manage contractual agreements by responding to RFP and grant applications as they are due. Remain in compliance with contractual agreements including performance requirements, data migration, invoicing, and reporting.
- Ensure compliance with the board which includes status reporting, financial reporting, and fundraising.

Finance & Fundraising

- Oversee and manage financial requirements for the organization.
- Work with our accountant in running payroll and reviewing financial reports.
- Prepare the annual financial review, federal tax returns, and state tax returns with our CPA.

Leadership & Staff Management

- Manage staff, create schedules, provide materials for classes, opportunities for continuing education for those with direct client education and counseling responsibilities. Provide schedules and directions for administrative staff. Fill in for absent staff.
- Attend statewide industry meetings sponsored by CHAPA, Massachusetts Housing Partnership, MassHousing, and Partnership for Financial Equity mortgage committee.
- Maintain professional certifications and continuing education requirements.

Communications

- Develop marketing strategy which includes monitoring website and company’s representation on industry websites.
- Monitor course content for relevance to the current market.
- Performs related duties as required.

Qualifications:

Education and Experience:

- A four (4) year college program in Business Administration or related field required. Master’s Degree preferred.
• At least five (5) years of experience in a leadership role preferably in a non-profit organization or business setting (housing, financial, social services, or real estate industry).
• HUD Counselor Certification required.
• Demonstrated success in project management, operations management, negotiation, leadership, process improvement, and business development. Any equivalent combination of education or experience.

Necessary Knowledge, Skills, and Abilities

• Excellent oral and written communication skills.
• Excellent analytical writing skills.
• Demonstrated skill managing multiple competing tasks.
• Demonstrated knowledge in Massachusetts homeownership.
• Bi-lingual skills are a plus, as we serve a diverse community with many language needs.

Tools and Equipment Used

• Office equipment as normally associated with the use of telephone, personal computer including word processing and other software, copy and fax machine. MS Office skills required - MS Word, MS Excel, MS Outlook and MS PowerPoint.
• Internet search skills are required. Zoom proficiency or equivalent meeting application required. Use of social networking sites are a plus.

Compensation

The salary for this role is $95,000-$110,000, commensurate with experience. FEA offers a competitive benefits package, including health insurance, paid job-related continuing education, and a flexible work schedule.

FEA IS AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER. All qualified applicants will receive consideration for employment without regard to race, color, national or ethnic origin, age, religion, disability, sex or gender, sexual orientation, gender identity or expression, or veteran status.