



Tel: 617-535-1753
Fax: 617-536-5816
405 Shawmut Ave
Boston, MA 02118
ibaboston.org



**INQUILINOS
BORICUAS EN
ACCIÓN**

POSITION: DIRECTOR OF FINANCIAL EMPOWERMENT PROGRAM (Full-Time Exempt)

ORGANIZATION DESCRIPTION: Established in 1968, IBA – Inquilinos Boricuas en Acción empowers and engages individuals and families to improve their lives through high-quality affordable housing, education, and arts programs.

JOB SUMMARY: IBA's Director of Financial Empowerment is responsible for overseeing the daily programmatic operations and the direct supervision of program staff that provides financial counseling and coaching as a pathway to social and economic mobility by achieving financial goals, and economic prosperity. The program is comprised of three core components: Credit Building, Financial Coaching, and SMART goals setting. Reporting to the Chief Program Officer (CPO), the Director oversees program partnerships, budget and expense management and, in collaboration with the Chief Development Officer (CDO), the Financial Empowerment Director supports program fundraising, marketing and communication.

ESSENTIAL FUNCTIONS AND RESPONSIBILITIES:

Program Management & Operation

- Manages, coordinates and provides activities that educate, empower and connect clients to financial opportunities and community asset building.
- Manages all aspects of program components (rent track, financial coaching, community asset building etc.) including budget, space use, planning, implementation, outreach, orientation, curriculum review, course delivery, financial products etc.
- Serves as liaison between IBA and external partners.
- Manages and coordinates programs to be offered onsite and remotely. Supervises and coordinates the work of program staff, including contract staff and volunteers.
- Supervises staff's client caseload.
- Works closely with staff to support client retention, ensuring they receive consistent and ongoing counseling/coaching.
- Demonstrates timely follow through and responsiveness to client's and program needs.



- Assists clients in accessing resources to develop and maintain active support systems within IBA programs and the community.
- Enforces confidentiality of all records in accordance with IBA's policy.
- Recognizes inclusiveness and respects individual differences supporting a culturally diverse workgroup.
- Works with CPO and CDO on increasing fundraising, grant writing and reporting among others.
- Works closely with IBA's Chief Operating Officer, Chief Financial Officer and CPO to build a realistic and sustainable budget, developing specific performance measures and holding staff accountable for results.
- In collaboration with the CPO, develops work plans, objectives and targets for the program based on IBA's mission and overall strategy.

Data Monitoring

- Maintains monthly and annual data regarding client's outcome/outputs and staff key performance indicators (KPI).
- Supports staff in data collection, tracking, analyzing and reporting.
- Identifies trends, action plans, referrals and follow up.
- Implements the program logic model ensuring outputs/outcomes and client's goals are met.
- Prepares the necessary management reports as required by IBA's Board of Directors, funding sources, Finance, and others as needed.

External Communication

- Represents the organization at meetings, as needed.
- Develops collaborations and partnerships to expand program impact and presence in the field.
- In collaboration with IBA marketing, supports the development and production of written materials, including, but not limited to, annual report, webpages, press releases and brochures, among others to increase visibility and enrollment in the program.

Other duties

- Participates fully in the organization's annual events, Three Kings Day, Membership Drive, Board Election, Festival Betances, and other events related to the community.
- Carries out ad hoc duties as needed.

SKILLS / QUALIFICATIONS:

- Required: Bachelor's degree in Finance, Social Science/Social work.

- Experience with asset building, financial education/coaching or housing counseling; desired.
- Five years' experience in a non-profit or other related organization; staff supervision, fundraising, budget development/financial management and strategic planning working knowledge of issues facing urban low-income, and Limited English Proficient (LEP) communities; ability to analyze in-depth asset building and economic security issues.
- Experience with program evaluation, data collection and analysis. High degree of computer literacy with excellent knowledge of spreadsheet and data base software application i.e. Salesforce is required.
- Project management skills with the ability to drive projects forward and deliver results on time; advanced problem solving and decision-making skills with the ability to multitask when unexpectedly situations happen.
- Bilingual, Spanish-English.
- Exceptional written and verbal skills including public speaking.
- Strong administrative, organizational skills and attentive to details.
- Ability to manage multiple tasks accurately and within deadlines.
- Ability to work autonomously and in a team setting.
- High integrity, mature judgment and a strong sense of responsibility and dedication.
- Highly positive and enthusiastic style; capable of motivating others.
- Strong customer service orientation.
- Able to work flexible schedule.

HOW TO APPLY

Send your cover letter and resume to:

<https://ibaboston.isolvedhire.com/>

IBA-Inquilinos Boricuas en Acción
405 Shawmut Avenue
Boston MA, 02118

[Download Job Description \(PDF\)](#)

FOR THIS AND MORE JOB OPPORTUNITIES VISIT: www.ibaboston.org