



**Job Description: Asset Development  
Program Associate/Membership  
Coordinator**  
Full-Time Position

Founded in 1999, The Midas Collaborative is a statewide nonprofit organization that helps low and moderate-income residents of Massachusetts build assets and achieve greater economic stability. With the help of Midas and its members, families across the state build assets and financial knowledge that change lives. As a membership organization, Midas provides capacity building, technical assistance, training, and advocacy opportunities to member and partner organizations. Midas also advances the dialogue on economics, consumer financial protection, and asset building with public officials at every level of government.

**Responsibilities include, but are not limited to:**

- Lead the intake, review, and data capture of matched savings program enrollments
- Support the fiscal administration of savings accounts which includes disbursements, data entry, filing, and other related tasks
- Support evaluation and reporting needs, program referrals and other program-related tasks
- Serve as the point of contact for member organizations and coordinate member Slack channels
- Additional duties and responsibilities as assigned

**Qualifications:**

Demonstrated experience supporting nonprofit/entrepreneurial initiatives, commitment to social justice and strengths-based management, direct service experience, and strong written and verbal skills required, as are initiative, problem-solving, attention to detail, and an ability to work collaboratively on multiple projects that have multiple partners. Experience in financial security/asset-building projects preferred.



**Computer skills:**

Comfortable with MS Office, online platforms, social media, and data management required. Experience in Salesforce or Vistashare Outcome Tracker a plus. Experience with Slack also a plus.

**Setting:** Flexible hours and hybrid/remote work setting. A warm and enjoyable work environment. Midas is an equal opportunity employer.