

Baltimore CASH Campaign Job Description

- Title:** Program Manager, Asset Development Services
- Reports to:** Director, CASH Campaign
- General Job Function:** The Program Manager leads the department's staff, interns and volunteers to deliver high quality asset development programs and services. The Director oversees develops opportunities, oversees operations of CASH programs, and provides technical assistance and support to partner organizations providing services.

Principal Job Duties and Responsibilities

Program Planning and Management

(40%)

- Lead the CASH Campaign's team to accomplish the annual asset development program goals.
- Manage existing programs including – financial counseling hotline, Money Power Day, and volunteer financial counseling program.
- Continually identify new opportunities and needs for the CASH Campaign Asset Development Programs.
- Establishes and implements ongoing evaluation processes to ensure high quality, competent, and timely customer service and demonstrated cost effectiveness, as well as identifying new programmatic needs and opportunities.
- Develop funding opportunities for programs under management.
- Supervise assigned staff, including recruitment, selection, orientation, and job assignments.

Technical Assistance

(30%)

- Provide technical assistance to coalition partners on program development and management and make strategic connections between tax programs and asset development programs.
- Coordinate with Maryland CASH and other partners to develop and coordinate training opportunities for CASH Campaign partner staff.
- Develop and maintain knowledge of management techniques, innovation and program models within the asset development field.
- Conduct education outreach, develop briefs, and provide content knowledge on financial security/asset development work for government officials, legislators, and other community leaders.

8/27/2008

Management and Administration (20%)

- Assist in agency planning and with fund raising efforts through timely written and statistical analysis, project reports, participation in planning meetings and meetings with donors and prospects.
- Supervise fiscal management of asset development program budget.
- Represent the CASH Campaign in the greater community – participate on coalitions and in working groups.

Other (10%)

- Maintain required job knowledge and skills and core professional competencies.
- Attend and participate in required internal and external educational programs and pursue external training opportunities.
- Perform other duties as assigned.

Position Qualifications

Education

Master's in public policy, social work, non-profit management, business, or related degree or BA with four years of management experience required.

Job Experience

Experience in non-profit management, working with financial institutions, non-profit organizations and government agencies preferred.

Demonstrated Competencies

Must be able to motivate and manage staff; have highly effective written and oral communication skills; demonstrated ability to work within a coalition and with diverse organizations and people.

Other Information: This program is grant-funded and guaranteed for 12 months. The position will continue if grant funds are available.

Full-time position with benefits. Salary range of \$40,000-\$50,000 depending on experience, plus benefits. Send cover letter and resumes by **September 19, 2008** to joanna@baltimorecashcampaign.org.