



Neighborhood Partnerships IDA Program Director

October 5, 2026

Title: IDA Program Director

Status: Full time exempt, 40 hours per week

Compensation: \$85,000 - \$90,000 per year

Total Compensation: \$102,000 - \$108,000 per year

Benefits: Employer-paid health, vision, and dental insurance; Employer contribution to HRA; life and long-term disability insurance; 401K employer contributions; 408 hours of flexible leave and 80 hours of sick leave, both prorated according to date of hire related to July 1st; 11 paid holidays; and cell phone and hybrid work stipends.

Supervisory responsibilities: This position supervises Manager of Data and Evaluation, IDA Fiscal Manager, IDA Contracts Manager.

Equity

Neighborhood Partnerships (NP) is a mission-driven organization committed to equity and inclusion. New hires participate in equity specific onboarding training, and all staff participate in ongoing professional and personal development related to equity and inclusion. Please read our [Racial Equity Statement](#).

About Neighborhood Partnerships

NP works to advance housing and economic justice through several initiatives, coalitions, and projects. These include the Oregon Housing Alliance, which works to advance housing opportunity in Oregon; and the Oregon Individual Development Account (IDA) Initiative, which funds matched savings accounts for Oregonians with low incomes to save for an education, home, small business, or other investment. We dedicate time and resources at every level of the organization to address disparities based on identity and to apply an equity lens to all decisions, programs, and policies. NP utilizes a Leadership Council, made up of union represented and management staff, to guide organizational shared decision-making.

About this position

The IDA Program Director provides strategic leadership for the Oregon IDA Initiative at Neighborhood Partnerships, advancing the Initiative's vision, mission, and commitment to racial equity. The Program Director will build strong partnerships with Oregon Housing and Community Services (OHCS), IDA Fiduciary Organizations (FOs), policymakers, and other stakeholders to maximize the Initiative's impact across Oregon. Under the direction of the Organizational Director, the Program Director leads the IDA team through an inclusive, collaborative approach to decision-making. The Program Director ensures compliance with Neighborhood Partnerships' administrative contract with OHCS while guiding innovative program design, equitable resource allocation, and continuous program improvement. The Program Director sets the long-term vision for the Initiative's stability and growth, leading policy development in partnership with stakeholders and legislative advocates. Working closely with staff and partners, the Program Director strengthens IDA systems and processes to reduce unnecessary barriers, maintain accountability, and improve access to the IDA Initiative as we expand opportunities for Oregonians to build assets and long-term financial stability.

IDA Program Director
Neighborhood Partnerships



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Responsibilities & Essential Job Functions

IDA Program Direction (60%):

Program Governance

- Secure the support of Oregon Housing and Community Services (OHCS) for innovative policy development, continued IDA Initiative funding, and other areas of partnership. Ensure compliance with contract requirements. Guide policy changes, funding award recommendations, and administrative contracts and budgets through the approvals process.
- Promote strong administration of FO contracts. Communicate compliance expectations that are equitable and manageable across the Initiative and provide guidance on resolution of potential compliance issues. Maintain and develop Oregon IDA Initiative Standard Operating Procedures. Oversee biennial FO Program and Fiscal File Reviews and FO workplan development and reporting.

Funding and Strategy

- Guide the Initiative's vision for long-term stability and growth. Lead policy development with stakeholders and legislative partners and provide program information for legislative advocacy efforts.
- Implement policy improvements that more effectively serve participants and reduce administrative complexity.
- Lead the development and implementation of the annual IDA funding process.
- Manage IDA tax credit policy to achieve revenue goals. Ensure efficient internal processes, accurate and consistent public communications, and adherence to state contracts.

Partnerships, Convenings, and Trainings

- Collaborate with the IDA Team to plan and facilitate regular partner meetings and trainings, centering racial equity, innovation, and collaboration to advance IDA Vision and Mission.
- Identify and develop key partnerships that serve the IDA Initiative partners and savers.
- Keep abreast of the asset building field, both locally and nationally, including participation in the local Bank On Oregon Coalition, speaking on behalf of the Oregon IDA Initiative and NP when applicable.

Supervision and Management: (30%)

- Lead the creation and implementation of IDA team priorities.
- Guide the work of and perform supervisory responsibilities for staff and contractors. Meet regularly with direct reports to support their engagement, professional development, and accountability to professional and organizational goals.
- Determine IDA administrative budget needs, develop budget narrative, and work with the Organizational Director to finalize program budget.



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NP Organizational Responsibilities (10%)

- Support ongoing work to integrate anti-racist practices and structures into all aspects of NP's operations and programs. Contribute to the development of and hold yourself and others accountable to NP's equity goals and organizational agreements.
- Participate in shared support roles for staff meetings, the biennial two-day RE: Conference, and other organizational projects.
- Occasionally assist with hiring and onboarding of new NP employees.

Core Competencies & Experience

Studies have shown that women and people of color are less likely to apply for jobs unless they believe they meet every one of the qualifications as described in a job description. We are most interested in finding the best candidate for the job, and that candidate may be one who comes from a less traditional background. If you are interested in applying, we encourage you to think broadly about your background and qualifications for the role. The ideal candidate will have:

- Passion for and commitment to building the financial stability of Oregon communities
- Firsthand and/or learned knowledge of systemic oppression and a commitment to actively challenging and dismantling systems of oppression in a strategic manner
- Ability to cultivate equity and inclusion in every aspect of IDA program administration, including coordinating with community partners and working effectively with people from different racial, cultural, and class backgrounds
- Demonstrated ability to facilitate organizational change, maintain space for multiple perspectives, and set and accomplish team goals
- Ability to navigate complex programs, manage competing priorities, and see projects to successful completion
- Experience supervising and supporting staff in a primarily remote work environment
- Experience facilitating group meetings and complex decision-making processes
- Ability to embrace constructive conflict as a generative tool when used to create effective and inclusive solutions
- Ability to be flexible, anticipate challenges, and seize opportunities
- Proficiency in MS Office, with competency in Excel
- Good written and verbal communication

Desired Competencies

- Knowledge of, and experience with, IDAs or other asset building tools and strategies
- Experience with policy development and legislative advocacy
- Experience with funding processes, compliance, and contract management
- Strong fiscal management skills, including experience developing and managing budgets in excess of \$500,000



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Application Instructions

The application deadline is November 2, 2026. We will begin reviewing resumes on November 3, 2026. Please submit your resume and cover letter through [this form](#). In your cover letter, please respond to the following questions:

1. Neighborhood Partnerships has a commitment to building a more equitable Oregon. What does equity and inclusion mean to you?
2. Please share your vision for economic justice in Oregon. How might programs like the IDA Initiative support that vision?
3. How do you approach and navigate the process of making procedural or structural changes when working within teams and partnerships?

Other information

- **Background check:** Due to fiduciary responsibilities of our work managing grant monies, a post-offer criminal background check is required.
- **Location:** This position is based in Portland, but staff currently work full-time from home. NP provides supplies and resources to accommodate home office needs. NP is transitioning to a hybrid work model, where some in-office time will be necessary to support training and collaboration.
- **Residency:** This position is **required to live in Oregon or Southwest Washington by their start date**.
- **Travel:** This position will include some local and in-state travel. Out-of-state travel is possible for conferences and training.
- **Schedule:** This position is based on 40 hours per week, which is negotiable. NP offers some flexibility for how those hours are scheduled. This position may require working overtime, on some occasions in the form of long days or overnight travel, depending on business demands. Staff must have the ability to provide flexibility in this area, provided they are given plenty of advance notice of when these hours will occur.
- **Physical abilities:** The position requires physical abilities related to working in a typical office environment and communicating with people internally and externally, and meeting in various locations throughout the state of Oregon. To perform this job successfully, an individual must be able to perform each essential duty satisfactorily without posing a direct threat to the safety or health of employees or others. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

NP is an Equal Opportunity Employer and encourages applications from people of color, LGBTQIA+ people, women, and people with disabilities. The Board and staff believe they can meet the organization's mission only with a diverse Board and staff who cultivate a culture of equity and inclusion.