

Neighborhood Partnerships Job Description IDA Program Coordinator

About Neighborhood Partnerships

Neighborhood Partnerships (NP) works across Oregon to advance our vision of equitable opportunity and outcomes for all Oregonians. Neighborhood Partnerships is a statewide 501(c)(3) nonprofit organization that sits at the intersection of program delivery and policy change. We work collaboratively to catalyze and manage research-backed initiatives, systems, and policy changes that help Oregonians achieve housing stability and build financial security. We work as advocates, connectors, and program managers to increase resources, improve public policy, and spark innovation and collaboration.

Neighborhood Partnerships (NP) manages the Oregon Individual Development Account (IDA) Initiative on behalf of Oregon Housing and Community Services (OHCS). The Initiative sparks resilient communities by building financial capability, promoting strong savings skills and inspiring bigger dreams. With an IDA, Oregonians with low incomes have their savings for an education, home, small business or other investment matched by funds generated through an Oregon state tax credit.

NP has an organizational commitment to equity and inclusion, and to ensuring that our work advances equitable outcomes regardless of race, ethnicity, and other identities. NP is committed to pursuing effective strategies and devoting dedicated 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.

About this position

The IDA program staff conducts the program management duties as a team, with each member having areas of direct responsibility as well as supporting and collaborative roles and responsibilities.

The IDA Program Coordinator works on a team to administer the Oregon IDA Initiative. In collaboration with NP's other program coordinator, you will support the daily operations and reporting requirements of ten direct grantee organizations (partners). You will also develop training materials to support our partners in program compliance, development, and staff transitions. You will bring a commitment to equity and inclusion in all our work. You enjoy work that's not the same from day to day, with different projects and variety of tasks. You excel in proactive communication and will support the work of all members of the team and organization as needed. You are willing to listen to understand and to support creative problem solving.

Job Functions:

IDA Contract Management:

- Monitor compliance with statute, rules, SOPs, and contract requirements
- Engage Initiative partners by developing and supporting collaborative relationships

- Provide ongoing one-on-one technical assistance and training to all Initiative partners
- Support annual grant allocation, contract execution, and contract management processes
- Conduct annual on-site partner program and fiscal reviews

Support Initiative-wide projects and trainings:

- Work collaboratively with other IDA team members to serve statewide Initiative
- Lead management of partner meeting and training calendar
- Maintain and update the IDA Provider’s Toolbox

Equity and Inclusion:

- Participate fully with implementation and integration of equity and inclusion lens into the IDA Program and NP at large

Core Competencies:

The ideal candidate will have:

- Passion for and commitment to building the financial stability of Oregon communities through asset building and policy and systems change
- Demonstrated experience working successfully with diverse staff, partners, organizations, and communities, especially communities of color, historically underserved communities, and communities experiencing poverty
- Experience developing and providing trainings
- A demonstrated comfort working with databases. Experience with VistaShare’s Outcome Tracker a plus
- Ability to navigate complex programs, manage competing priorities, and see projects to successful completion
- Ability to embrace constructive conflict as a tool to debate differences and find effective and inclusive solutions

Desired Competencies:

- Knowledge of, and experience working with, Individual Development Accounts (IDAs) and other asset building tools and strategies is a plus
- Experience with compliance
- Confidence with public speaking

Location, Schedule, Transportation

The IDA Program Coordinator is a full time position, and works from our Portland office. This work is externally oriented, and involves contact with board members, funders, grantees, partners and contractors. This involves regular travel locally and state-wide, occasional national travel, and occasional evening and weekend events. Candidate must have a current driver’s license, but does not need own vehicle.

Supervisory Responsibility

This position has no supervisory responsibilities.

Compensation

\$43,000 to \$49,000 per year, depending on experience. Health, vision, and dental covered at 100% for employees; annual 401K contributions; long term disability insurance; life insurance; transit pass or parking; paid vacation and paid sick leave, paid holidays. Flexible schedule possible.

Our review of candidates will begin on Monday, November 5th, and we will accept applications until the position is filled. Please submit a resume and a cover letter to info@neighborhoodpartnerships.org that includes responses to these two questions:

1. Neighborhood Partnerships is committed to asset building as a means to end poverty. What passion and experience do you bring to this work?
2. NP has an organizational commitment to equity and inclusion, and to ensuring that our work advances equitable outcomes regardless of race, ethnicity, and other identities. How will you demonstrate a commitment to equity and inclusion in your approach to your work with us?

NP believes that every employee makes a significant contribution to our success. That contribution should not be limited by the assigned responsibilities. Therefore, this job description is designed to outline primary duties, qualifications and job scope, but not limit the employee or NP to just the work identified. It is our expectation that every employee will offer their service wherever and whenever necessary to ensure the success of our mission. This information is designed to outline the functions and position requirements of this job. It does not identify all tasks that may be expected, nor address the performance standards that must be met.