

Neighborhood Partnerships Job Description

Position Title: IDA Program Coordinator

Reports To: Director of Economic opportunity

Category: This is a permanent, full time position (40 hours/week). It is based at our Portland office. Some flexibility of schedule and ability to work remotely may be possible, subject to discussion after the 90 day introductory period.

Compensation: \$43,000 to \$50,000 per year, depending on experience. Health, vision, and dental covered at 100% for employees; annual pension contributions; long term disability insurance; life insurance; transit pass; paid vacation and paid sick leave, paid holidays. Flexible schedule possible.

Consideration of candidates will begin September 26, 2016 and will continue until the position is filled. Anticipated start date before October 31, 2016.

About Neighborhood Partnerships

Neighborhood Partnerships (NP) works across Oregon to increase access to opportunity. Founded in 1989, Neighborhood Partnerships is a statewide 501(c)(3) nonprofit organization that sits at the intersection of program delivery and policy change across a range of issue areas. 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.

On behalf of the State of Oregon, we manage the Oregon Individual Development Account Initiative. The Oregon Individual Development Account (IDA) 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 or small business matched by donor contributions. Neighborhood Partnerships solicits and accepts donations on behalf of the Initiative which qualify for a State of Oregon tax credit.

General Summary

The IDA program staff conducts the program management duties as a team, with each member having distinct, but interconnected roles and responsibilities.

The IDA Program Coordinator works on a team of six staff members at NP assigned to administer the Oregon IDA Initiative. In collaboration with NP's Economic Opportunity Manager, the IDA Program Coordinator supports the daily operations of ten direct grantees or lead Initiative Partners. Strong collaboration and communication skills are essential. We are particularly interested in bringing someone to the team with higher level contract and/or project management experience who would bring with them demonstrated capacity.

Position Responsibilities and Essential Job Functions

This is a full time position, requiring a consistent forty hours per week workweek, with local and occasional in state and national travel, and occasional longer work weeks.

The IDA Program Coordinator will:

- Work collaboratively with other IDA team members to serve statewide Initiative
- Provide ongoing one-on-one technical assistance, coaching and training support to Initiative Partners
- Monitor compliance with statute, rules, SOPs, and contract requirements
- Manage annual on-site partner program reviews, including comprehensive file compliance review

- Support Initiative partner engagement and the continued development of collaborative relationships
- Compile and review of quarterly Initiative Partner data, project statuses, and reporting
- Support coordination of Initiative meetings and trainings
- Support annual funding process and manage annual contracts with Initiative Partners
- Keep abreast of innovations in the asset building field
- Seek out professional growth and development opportunities that strengthen job related skills
- Develop and coordinate annual training calendar to meet needs of Initiative Partners
- Develop and maintain key systems and processes for NP's IDA team
- Develop and maintain NP's internal IDA process and procedures manual
- Other tasks as assigned

Necessary Skills:

- Proactive, professional, creative and hardworking
- Ability to problem solve, to analyze, synthesize and communicate complicated rules, requirements and information, and to manage nuanced relationships and situations
- Innate aptitude for monitoring compliance
- Energy and initiative to lead the development of systems improvements, innovations and efficiencies
- Accuracy, attention to detail, and commitment to follow projects through to completion
- Strong listening and communication skills—oral, written and interpersonal
- Flexibility and comfort with change is essential, as is the ability to work in a dynamic and ever changing team environment
- High level of curiosity and follow-through
- Excellent Microsoft office skills, including Excel, Word, PowerPoint, and Publisher
- Ability to work successfully with diverse staff, partners, organizations and communities
- Ability to value complexities of multiple perspectives and maintain space for all voices
- Ability to navigate and respect diversity of backgrounds, perspectives, personalities, and communication styles
- Ability to manage workload and anticipate upcoming program needs, as well as respond to shifting priorities

Supervisory Responsibility

Job has no supervisory responsibilities.

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 his/her 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 maintained.