

Neighborhood Partnerships Job Description

Director of Economic Opportunity

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 Director of Economic Opportunity (DEO) will lead our work to build assets and financial capability across Oregon communities.

The Director of Economic Opportunity works collaboratively with a team at NP to administer the Oregon IDA Initiative and collaboratively with Initiative partners to maximize the impacts of the Initiative on Oregon communities. We maintain high quality program delivery, focused resource allocation, and ongoing evaluation of impact and reach.

The Director of Economic Opportunity supports NP participation in policy initiatives that build the financial capability of Oregonians. The DEO will also advance financial capability projects that leverage and expand the activities of the Oregon IDA Initiative and other financial capability providers by supporting the network of providers with training, collaborative opportunities, and connection to resources.

The DEO will contribute to and support NPs work to advance equity and apply an equity lens to all of our work.

Job Functions:

IDA Program Management:

- Coordinate with Oregon Housing and Community Services and ensure compliance with contract and budget, including periodic and annual reporting.
- Work with the IDA team, using a lateral leadership model, to manage the Initiative and ensure quality program and service delivery. Together, the team will:
 - Provide IDA, financial capability, and data technology technical assistance to statewide network of more than 100 partners, serving more than 5,000 clients annually.
 - Direct annual funds allocation, contracting, and contract management process for statewide network of grantees. 2018 allocations to partners exceed \$10 million.
 - Maintain Initiative wide standards, and ensure high level of integrity in the use of public resources.
 - Maintain systems and processes to support statewide partners in effectively delivering IDAs to clients in their communities.
 - Maintain systems and processes to support statewide partners in data collection and management in support of ongoing evaluation of the Initiative's impacts.
 - Develop and deliver trainings to the Initiative and the asset building community.
 - Provide information and/or make presentations to public and private partners about the Oregon IDA Initiative; ensure that materials about the Initiative are available via the website and other avenues to interested parties. Act as a first point-of-contact for new agencies interested in exploring potential partnerships with the Initiative.
 - Prepare occasional grant proposals and applications, and execute contracts and other necessary documents for Oregon IDA Initiative and related projects.
- Work with partners and Oregon Housing and Community Services to communicate the impacts of the IDA Initiative within state government and the Oregon Legislature
- Work with the NP Manager of Data Analysis and Evaluation to support work to evaluate and report on the impact of the Oregon IDA Initiative
- Work with the NP Development Manager to market the Oregon IDA tax credit

Asset Building Policy and Practice:

- Bring together financial capability providers and professionals to share expertise, make connections, and develop new joint initiatives.
- With the NP Executive Director, lead coalition to increase participation rates in the Earned Income Tax Credit and support efforts to create a statewide Children's Saving platform in Oregon

Maintain, Develop, and Strengthen Partnerships:

- Proactively support the personal and professional development of IDA and asset building team members.
- Maintain, develop and foster relationships with appropriate national, state and local asset building organizations and initiatives to keep abreast of innovations and program model and policy improvements applicable to NP's work to build financial capability.
- Maintain familiarity with the existing inventory of asset building programs and resources, working to leverage them when appropriate with statewide IDA program.

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 and ability to work successfully with diverse staff, partners, organizations, and communities, especially communities of color, historically underserved communities, and communities experiencing poverty.
- Demonstrated ability to act as a leader in a diverse team, maintain space for all voices, and set and accomplish team goals
- Ability to navigate complex programs, manage competing priorities, and see projects to successful completion.
- Ability to embrace constructive conflict as a valuable tool to debate differences and find effective and inclusive solutions.

Desired Competencies:

- Experience in asset building or a closely related field, and two or more years successful work in leadership of team or collaborative efforts.
- Experience with state, local and national policy analysis and development; experience with advocacy and advocacy coalitions
- Knowledge of, and experience working with, individual development accounts (IDAs) and other asset building tools and strategies is a plus.
- Second language other than English is a plus.

Location, Schedule, Transportation

The Director of Economic Opportunity will work from the Portland office. This is a full time position with occasional in state and national travel, and occasional evening and weekend events. Contacts are made with staff, board, funders, grantees, partners and contractors. Must have a current driver's license. Own vehicle is not required.

Supervisory Responsibility

This position supervises a team of three to five team members and works collaboratively with other members of the NP team including especially our Manager of Data Analysis and Evaluation and Development Manager.

Compensation and Benefits

Salary range for this position is \$60,000 to \$75,000 per year, depending on experience. The salary may be negotiable in some circumstances. Health, vision, and dental insurance covered for employees; annual employer paid 401K contributions; long term disability insurance; life insurance; transit pass or parking pass; paid vacation and paid sick leave, paid holidays. Flexible schedule possible.

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.