

The CASH Campaign of Maryland

Creating Assets Savings and Hope

Position Description, Senior Program Associate, Tax Partnerships

ORGANIZATIONAL OVERVIEW

The CASH Campaign of Maryland provides direct services and advocates for policies that increase the financial security of low to moderate-income individuals and families in Baltimore City and across Maryland. In collaboration with a broad set of partners and volunteers, The CASH Campaign provides a range of high impact programs that help people build financial security, reduce poverty and return millions of dollars back to low-income people and communities. These programs reach over 20,000 households annually and include free tax preparation, financial coaching, financial education, and public benefits assistance. The CASH Campaign works to build a network of organizations and practitioners dedicated to promoting financial security and economic mobility for low-income people in Maryland and across the region. This is accomplished by hosting convenings, providing technical assistance, and supporting the growth of other coalitions.

POSITION DESCRIPTION

The Senior Program Associate supports CASH's free tax preparation program by providing tax preparation services, volunteer management support, and quality review. The Senior Program Associate also assists with the CASH's Maryland Community Fellows Program, other financial capability programs such as Tax Time Savings Initiative, La Clinica de Impuestos and referrals to other services. The Senior Program Associate will deliver services at a variety of place-based locations in the community and at CASH's main office.

PRINCIPAL JOB DUTIES AND RESPONSIBILITIES

Capacity Building Programs Support

50%

- Provide day-to-day support for the Maryland Community Fellows Program including Fellows recruitment and development of Fellows training plan for free tax preparation which includes tax site preparation, and quality review.
- Expand and refine university contacts in targeted regions to identify potential pipelines for undergraduate and graduate students to place in the Maryland Community Fellows Program or to support volunteer needs at tax sites.
- Publicize Maryland Community Fellows Program through social media and other traditional recruitment outlets including career and internships fairs and other on-campus recruitment events.
- Create, develop, and disseminate collateral and program promotion materials including brochures, online newsletters, and presentation content.
- Monitor program results to ensure that objectives are being met. Support evaluation and outcome tracking of Maryland Community Fellows Program;

Technical Assistance and Support

40%

- Provide technical assistance and support to a network of partner organizations that offer free tax preparation and financial capability programs. Tasks may include client intake, tax preparation, quality review, and site management as needed.

- Facilitate and support trainings for partners and interested stakeholders on tax law and financial capability topics via prerecorded video, live webinars, in person presentations, and toolkits.
- Support the coordination of logistics and set-up for tax sites operated by CASH partners including ordering and dissemination of tax site materials;
- Support CASH's Tax-Time Savings Initiative and volunteer recruitment for partner organizations as needed.
- Manage collection and dissemination of client stories.
- Support the Tax Partnerships Team's post-tax season efforts around back tax services through La Clinica de Impuestos, data collection and outreach.

Other

10%

- Maintain knowledge of industry trends and best practices.
- Assist with community outreach of CASH programs including social media and dissemination of marketing and outreach materials.
- Attend and participate in internal and external meetings and professional development opportunities.
- Perform other duties as assigned.

SKILLS AND QUALIFICATIONS

- Bachelor's Degree in a related field, such as social work, psychology, or human services.
- Three to five years of relevant experience. Experience in a tax or accounting related field or program development or management is a plus.
- Experience working with a non-profit organization, coalition, or an asset building program.
- Experience working on multiple projects and ability to manage a cadre of staff, partners, and volunteers.
- Ability to take the IRS Site Manager training then pass the VITA/TCE Volunteer Exam at the advanced level (IRS Publication 6744).
- Demonstrated ability to work with diverse group organizations and people.
- Demonstrated ability to complete multiple deadlines in a timely manner.
- Excellent written and verbal communication skills.
- Strong organizational skills, ability to work independently, and attention to detail
- Proficient in Microsoft Office Suite and experience working with communication platforms such as Slack Workspace is a plus.
- Reliable transportation.
- Bilingual Spanish-speaking candidates encouraged to apply.

COMPENSATION

The salary range for this position is \$45,000 - \$50,000 commensurate with experience. A generous benefits package valued at \$14,000 that includes employer paid health coverage, dental, vision, access to a health spending account, short and long term disability, 403B retirement with an employer match, \$50 monthly cell phone reimbursement, parking or metro pass, and annual investment in professional development. Content training will be provided as needed. Content training related to personal finance or tax preparation will be provided at no cost. To apply please send a resume and cover letter to Keisha Washington, Office Manager, at keisha@cashmd.org. An Equal Opportunity Employer. **No phone calls please.**