



## PROGRAM MANAGER, FINANCIAL SECURITY

### POSITION DESCRIPTION

#### **Organizational Overview**

The CASH (Creating Assets, Savings and Hope) Campaign of Maryland promotes economic advancement for low-to-moderate income individuals and families in Baltimore and across Maryland. CASH accomplishes its mission through a portfolio of direct service programs, building organizational and field capacity, and leading policy and advocacy initiatives to strengthen family economic stability. For more information, please visit [www.cashmd.org](http://www.cashmd.org)

#### **Position Description**

The Program Manager for Financial Security leads a variety of initiatives with a primary focus on CASH's Bank On Maryland program and the growth of CASH's statewide Partner Network. The Program Manager reports to the Director of Strategic Partnerships.

#### **Principal Responsibilities**

##### **Bank On Maryland:** (40% of Role)

Cities across the country have formed Bank On coalitions to expand access to bank accounts certified as meeting the Bank On National Account Standards. The focus of this work is to make significant advancement in banking access for underserved populations, and within broader systems such as city or state government.

- **COALITION MANAGEMENT:** Cultivate new and existing relationships with local, regional, and national partners including city, county and state officials; banks and credit unions; community organizations; researchers and advocates; and banking regulators including the Federal Deposit Insurance Corporation, Federal Reserve Bank, Office of the Comptroller of the Currency, Department of the Treasury, and National Credit Union Administration.
- **PARTNERSHIP INTEGRATION:** Identify and cultivate opportunities to incorporate banking access into existing program infrastructure. Work with program partners to implement successful integrations. Lead meetings with senior staff within municipal agencies, financial institutions, and community-based organizations to develop and advance local coalition initiatives.
- **BANK ON NATIONAL ACCOUNT STANDARDS:** Work with financial institutions who do not yet offer nationally certified products that meet the Bank On National Account Standards to achieve certification.
- **CONTENT EXPERTISE:** Serve as a resource to the community around banking, financial products, and financial empowerment strategies at large.

##### **Financial Capability Project Management:** (60% of Role)

CASH implements a range of programs that build the capacity of practitioners and organizations to deliver financial capability services. This includes partner network management, staff training, professional development convenings, and technical support to help partners integrate these services into systems or organizations. CASH is launching a new Partner Network which will bring practitioners

and organizations together to share best practices, collect and aggregate data across various programs in Maryland.

**PROFESSIONAL DEVELOPMENT & TRAINING: (25%)**

- Lead the planning and execution of practitioner conferences, summits, and events.
- Conduct both virtual and in-person financial education training to a range of audiences.
- Provide training and technical assistance to coalition partners to improve connections between tax preparation and financial capability programs.
- Create training materials for both virtual and in-person trainings.

**CASH PARTNER NETWORK: (20%)**

- Assist with the launch and management of a statewide Partner Network. Tasks include recruitment of partners, overseeing application process, supporting their learning with various training, gathering and aggregating partner data, and leading communications.

**OTHER: (15%)**

- Assist with relevant written project reports and data collection.
- Represent the CASH Campaign in the greater community by participating in various coalitions and in working groups.
- Maintain knowledge of industry trends and best practices.
- Attend and participate in required internal and external educational programs and pursue external training opportunities.
- Provide oversight to junior staff and participate in team meetings.

**Skills and Qualifications**

Master's degree preferred with five years of experience in the nonprofit field. A successful candidate will have an educational background in finance, education, human service, or related field.

- Deep relationships/network with community, including financial institutions, community-based organizations and local government strongly preferred.
- Familiarity with financial empowerment issues including banking, mainstream financial products, and Community Reinvestment Act preferred.
- Familiarity with challenges facing unbanked/underbanked individuals preferred.
- Strong background in community organizing, coalition management, or multi-sector collaboration required.
- Experience with public speaking, leading meetings, and presenting preferred
- Proficiency in Word, Excel, and PowerPoint and various online meeting platforms required
- Ability to manage staff and work with a diverse team.

**Compensation:**

This is a full-time position with a salary range of \$55,000 – \$60,000 commensurate with experience. This position includes a generous benefits package with an estimated value of \$18,000 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. To apply please send resume and cover letter to Keisha Washington, Office Manager, at [keisha@cashmd.org](mailto:keisha@cashmd.org). An Equal Opportunity Employer. **No phone calls please.**