

Financial Education Program Manager

Position Summary:

Provides comprehensive program management and guidance for the Own It! Financial Education suite of Programs and Services offered by YWCA Metropolitan Phoenix. Acts as a thought partner with CEO and Financial Education team (staff & volunteers) to identify innovative, creative enhancements to existing programs and services. Champions YWCA public policy and advocacy efforts around economic well-being for women and people of color. Represents the YWCA Metropolitan Phoenix at various YWCA and community programs and events.

Essential Functions:

- Manage the scheduling, support and preparation of all class materials for instructors and students; recommend and implement enhancements/improvements as needed.
- Manage and supervise (2) Full-time Financial Education Program Coaches.
- Conduct follow-up surveys for Own It students to measure impact of program; provide written summaries and information for grant proposals and reports, as well as for organizational learning and evaluation.
- Work collaboratively with the Volunteer Engagement Manager to recruit, train and retain volunteer instructors, especially women and people of color.
- Actively engage, evaluate and build partnerships with community agencies aligned with YWCA mission.
- Partner with Mar/Com to manage messaging between volunteers, students and community partners.
- Develops and documents program management processes, procedures and systems for growth and organizational (cross functional) effectiveness, (i.e. client participation, follow up, partnership relationships, etc.).
- In partnership with CEO and/or other team members, assists with and/or lead the creation/scope of organizational project(s). Implements collaboratively according to mutually agreed upon timelines.
- Works collaboratively with Mar/Com and Advancement teams to keep the YWCA case statements fresh, vibrant and aligned with the YWCA Brand story.
- Provides insight and management into budget and resources needed for program growth; manages program budgets.
- Active in creating and demonstrating organizational culture of co-creation, innovation, collaboration, learning and fun.

Qualifications:

- Bachelor's degree or minimum of 5 years nonprofit, training and/or education experience and/or experience in the financial services industry or combination

- Understanding of and commitment to the YWCA mission of eliminating racism and empowering women
- Occasional weekend and evening availability; required to have own form of reliable transportation
- Proficiency in Microsoft Office suite of software; experience with or willingness to learn additional software, including Adobe, and Raiser's Edge is desirable
- Excellent communication skills – written and verbal; proficiency in training/public speaking with diverse audiences. Bilingual skills preferred
- All YWCA staff members are expected to function as self-directed members of a collaborative team, to model professional standards and the YWCA Mission and to help sustain an environment that encourages women's and girls' investment in themselves and the YWCA movement.

Responsible to: Chief Executive Officer

To apply for this position, email your cover letter and resume to jobs@ywcaaz.org.