



Program Manager, Capital Strategies Program

Position Description

ABOUT TRANSFORM FINANCE

Transform Finance is a non-profit organization working at the intersection of social justice and capital. We support investors who are committed to aligning their practice with social justice values via education and research, the development of innovative investment strategies and tools, and overall guidance. We empower activists and community leaders to shape how capital flows affect them - both in terms of holding capital accountable and having a say in its deployment - through trainings that demystify finance and advisory support for organizing strategies that influence capital.

ABOUT THE CAPITAL STRATEGIES PROGRAM

The Capital Strategies Program focuses on educating and enfranchising activists, organizers and other social justice actors to influence capital via capital strategies -- actions and campaigns that seek to better the lives of marginalized communities through means such as pressuring financial players to change their behavior, developing nuanced investment frameworks with aligned partners, and developing alternative financial models and tools.

We do this through the following programs:

The Institute for Social Justice Leaders: a two-day training for organizers and activists who are interested in learning how finance affects social justice, gaining a basic understanding of the financial world, and exploring how to engage with it.

The Local Institutes: a nine-month place-based engagement to explore local capital strategies with a group of local leaders and aligned partners like community foundations and Community Development Financial Institutions.

The Transform Finance Cohort on Worker Justice: This year-long cohort brings a small group of worker justice organizations to conceive, develop, and launch capital strategies with the support of aligned investor coaches.

POSITION OVERVIEW

The Program Manager is an energetic, organized, passionate leader that serves as the primary facilitator, coordinator, and relationships manager for the main Capital Strategies programs. As a new position, the Program Manager will work closely with the Capital Strategies Program Director, the Executive Director, and the Associate Director of Programs.

Building on over six years of Transform Finance efforts to support activists and social justice practitioners reclaim voice within finance, the Program Manager will be a key partner in some of the most innovative and experimental social justice campaigns. As part of a small organization, the Program Manager will have significant influence on the organization's overall development.

Primary Responsibilities

- Contribute to overall program plan in coordination with the Program Director
- Serve as the point person for key program parties: social justice leaders and activists, Local Champions, Cohort coaches, Institute speakers, and other allies
- Lead the curriculum design and develop educational materials for all three core programs and other introductory trainings/workshops (both in-person and remote) in coordination with the Program Director
- Develop activities and agendas for trainings and workshops; serve as facilitator for the Institute for Social Justice Leaders and Local Institutes (20-50 people) or prepare/co-lead with external facilitator
- Ensure that research needs on key players and issues relevant for participants (PE, Real Estate etc.) are met; and find support to deliver specialized educational materials, presentations, and tailored technical assistance
- Oversee and delegate to Operations team the logistical components of all program outreach, program events, remote calls, and communications, including social media dissemination and collateral
- Foster community among participants and support their engagement

Qualifications

The Program Manager comes from a background in popular education, organizing, technical assistance for social movements, and/or has been deeply involved in the struggle for racial, economic, and social justice. They have a broad exposure to trends and general issues that are affecting organizing movements at the national and local levels, and want to apply that knowledge in the context of finance.

The ideal candidate:

- Has knowledge of key social justice issues, trends, and organizations, detailed knowledge specifically of worker justice field a plus
- Has organizing and/or campaign building experience
- Has experience in education and/or curriculum design at any level
- Is comfortable with public speaking and has excellent writing skills
- Has interest and some familiarity with our economic system, finance, and community development/community finance, including key financial players
- Is able to clearly communicate expectations and timelines to partners and respectfully make sure the plan proceeds
- Understands and deeply analyzes the historic and current relationship between capital and social justice outcomes, especially the extraction from communities of color and other marginalized groups
- Strongly identifies with the principles and values of Transform Finance and is interested in a mix of inside and outside strategies and a step-by-step approach to systemic and structural change
- Can communicate with people with a broad spectrum of backgrounds, from finance practitioners to activists, with the right mix of being politically savvy, diplomatic, professional yet amiable

This position is based in New York City.

HOW TO APPLY

Transform Finance is an Equal Opportunity Employer and does not discriminate based on race, ethnicity, gender, religion, sexual orientation, age, physical ability, or criminal history. We encourage individuals with diverse backgrounds to apply.

The salary for this position is \$65,000 to \$75,000, commensurate with experience. To apply, please send us your resume, cover letter, and any relevant examples of your work to info@transformfinance.org. We will review applications on a rolling basis; we encourage you to submit your materials as soon as possible. **The ideal start date for this position is in April 2020.**