



Program Coordinator, 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 is the organization's flagship program with grassroots organizations and movement partners. It 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 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 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: a prolonged intensive with 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 Coordinator will work primarily on the Capital Strategies Program and report directly to the Capital Strategies Program Director. As a core member of a small organization, the Program Coordinator will also interact regularly with other staff and will be exposed to the organization's array of interesting projects.

Primary Responsibilities

The job will require some flexibility, especially given the small and nimble nature of the organization; however, the following are the three primary work areas for the position with estimated time allocations:

60%: Program management, operations management, and communications: ensuring that programs are running smoothly, including in the preparation phase; managing the everyday operations and administration of the training programs (calendar, securing venues and catering, etc.); socializing the program work via social media and communications; supporting the Program Director in cultivating relationships with stakeholders and supporters to the program.

25%: Content Development, Reflection, and Analysis: helping to design and analyze participant surveys; making recommendations for program improvements; drafting reports to funders and partners; occasional public presentations; researching and aiding the development of curriculum materials and presentations; field learning.

15%: Relationship-management with participants and key partners: providing excellent support to our participants and partners; and holding space in the trainings to guide participants and ensure they feel welcomed and heard.

Based on interest and growth, there will be opportunities for the Program Coordinator to take on more of a content role, such as doing presentations at our trainings and speaking at events.

Eligibility Requirements

- Education: a degree from at least a 2-year accredited institution, or evidence of strong educational skills otherwise obtained (in critical reasoning, writing, basic research skills)
- Work experience: at least 2 years part-time paid or serious volunteer experience is acceptable, although ideally the candidate will have some years of full-time employment -- and ideally with responsibilities that required close oversight/management of people, functions and systems
- Strong comfort and familiarity with core digital work platforms (email, Microsoft Office, Google Drive)
- Ideally, experience with social justice work – either through a few years of volunteerism or, ideally, through at least 3 years of paid employment in such work
- Ideally, some evidence of work or study in the area of finance

Characteristics sought for the Program Coordinator

- Demonstrates energy and a passion for social justice and current events, with some evidence of connections to organizing or progressive activism. Strongly identifies with the principles and values of Transform Finance.
- Demonstrates an interest in and at least basic knowledge of finance – not only its linkage to social justice but also the various systems and tools of the U.S. financial system.
- Demonstrates maturity, comfort and agility communicating with a broad spectrum of people, from activists to finance practitioners.

- Demonstrates familiarity with project management and enthusiasm for supporting the work and ensuring a successful experience for the participants in the various programs.
- Demonstrates drive, self-motivation, impeccable organization, a commitment to excellence and attention to detail. Ability to juggle a variety of tasks and stay on track.
- Demonstrates good communications skills – for writing clear memos and report summaries, for facilitating a discussion, and potentially for presenting some of the introductory materials.
- Not required but preferred is some experience or knowledge in at least some of the following:
 - Adult pedagogy, curriculum design and online learning
 - The field of progressive/community finance, “solidarity economy,” cooperatives - including key financial players
 - Pressing social justice issues, trends, and organizations, particularly worker justice
 - Organizing and/or campaign building experience
 - Spanish proficiency
 - Visual art, videography, or some other form of creativity
 - Graphic arts and/or experience with visually representing data
 - Blogging or some other form of regular writing/reflection on issues
 - Social media or other communications experience

This position is based in New York City. Staff are currently working remotely but will be expected, once it is safe, to return to the office in midtown Manhattan.

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 involvement in the criminal justice system. We encourage applications from individuals with diverse life experiences and non-conventional backgrounds. We actively seek to grow our staff in a way that reflects the constituencies we serve.

The salary for this position is \$50,000 to \$62,000, based primarily on the degree to which the candidate meets the stated ideal requirements. Benefits provided include health, dental, vision, and 401(k).

To apply, please send the following documents as ONE combined pdf with your name in the document title to careers@transformfinance.org: a detailed resume; a cover letter of 1 to 2 pages explaining clearly your connection to and interest in these issues, and distinguishing you from the many other candidates we expect to receive; and any attachments or links that help convey your uniqueness. If for some reason the documents must be separated, ensure that your name is in the file name for each doc. (Note: Applications with typos or which are not carefully proofread may not be reviewed or will be at a significant disadvantage.) We will review applications on a rolling basis, therefore we encourage early submissions. **The ideal start date for this position is early August, 2020.**