IRONBOUND COMMUNITY CORPORATION  
Job Description Form

Program Name: Financial Opportunity Center  
Job Location: 317 Elm Street Newark New Jersey 07105  
Job Title: Financial Opportunity Center Director  
Reports to: Vicky Hernandez  
Title: Executive Director

<table>
<thead>
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<th>Hours:</th>
<th>FLSA Status</th>
<th>Type of position:</th>
<th>Other comments:</th>
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<td>☒ Full-time</td>
<td>☐ Consultant/Contractor</td>
<td>☐ Nonexempt</td>
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**JOB DUTIES**

The Ironbound Community Corporation (ICC) is a 50-year nonprofit organization whose mission is to engage and empower individuals, families and groups in realizing their aspirations and, together, work to create a just, vibrant and sustainable community. ICC strives to address the needs of our diverse, multi-lingual, multi-cultural community. Today, ICC serves more than 1,000 children and families every day with a wide range of programs and services. ICC also strengthens communities through advocacy, neighborhood organizing, and community development initiatives.

Financial Opportunity Centers provide integrated services that focus on improving the financial situation for low-to-moderate income families by helping people boost earnings, reduce expenses, and make appropriate financial decisions that lead to asset building. The centers provide individuals and families with services across three critical and interconnected areas - employment placement, job retention and skill improvement, financial coaching and counseling; an access to income supports/public benefits.

**ROLES AND RESPONSIBILITIES**

- Provide one on one financial counseling/coaching
- Responsible for the overall management and growth of the Financial Opportunity Center towards sustainability and meeting neighborhood/client needs.
- Responsible for ensuring the approaches and best practices of the Financial Opportunity Center model are honored in program design, evaluation, and implementation.
- Work in collaboration with development department to develop, revise and update program budgets and performance systems.
- Develop Memorandums of Understanding and independent contracts with partners and vendors.
- Develop and maintain program flow-charts, manuals, systems, and policies and procedures.
- Work in collaboration with management to seek grant opportunities and develop funding proposals.
- Accountable for job placement program implementation, training, monitoring, and reporting; ability to manage multiple workforce funding sources (private and government).
- Plan and lead job fairs, recruitment plans and efforts.
Work in collaboration with independent contractors to evaluate overall department operations, products including job readiness and career development curricula.

Innovation to meet the dynamic and changing needs of target population and staff.

Responsible for the hiring, training, evaluating and overall supervision of staff.

Support staff in developing their Professional Development Plans, encourage and nourish their innovation and ownership of program outcomes.

Develop job descriptions and effective recruitment and hiring.

Work collaboratively with LISC Program staff to ensure effective utilization of resources, implementation of program model, and plan growth of Financial Opportunity Center.

Develop and maintain working relationships with program funders, partners, employers, institutions, and other not-for-profit organizations to meet client/neighborhood needs and ensure program success.

Responsible for supervising the effective utilization of the Financial Opportunity Center’s outcomes tracking system

Responsible for reporting to program funders and other key stakeholders

Effectively utilize data and outcomes to drive program decisions and design

**JOB SPECIFICATIONS OR QUALIFICATIONS, SPECIAL WORKING CONDITIONS**

- **Leadership** - an ability to monitor, assess, respond to, and create internal and external changes related to staff, program, partners, organization and community.

- **Adaptive** an ability to create and sustain a vision, to inspire, to model, to prioritize, strong decision making, clear judgment, to provide clear and effective decisions, and to innovate – all in an effort to achieve the objectives of the Financial Opportunity Center and organization.

- **Management** - ability to identify and utilize resources effectively and efficiently.

- **Technical Capacity** – the resources, skills, experience, knowledge, and aptitude to implement and grow the program toward sustainability.

- Multi-Site Project Management Experience
- Outreach and marketing/communications
- Finance, Budgeting & Cost Management
- Systems and Technology Utilization, planning and training
- Team Building and development
- Program Development and management
- Strategic partnership development and support
- Management, coordination, and supervisory skills
- Interpersonal, translation, and interpretations skills
- Communication skills- English and Spanish
- Results Driven
- Grant Writing Skills
- Familiarity with Government funds and funding requirements
- Familiarity with community needs and resources

**ICC is an Equal Opportunity Employer** and is committed to further building and maintaining a staff that reflects the full range and diversity of our community. We are looking for a diverse applicant pool and strongly encourage women of color, persons with disabilities, immigrants, members of the LGBTQ community, and people from low-income and working class backgrounds to apply.

If interested, please send a resume and cover letter to FOCHiring@ironboundcc.org with the subject line “FOC Director”