



Money Coach Program Manager

Deadline to Apply: August 31, 2018

Location: Milwaukee, WI

Position Type: Full-time

Report to: Program Director

Benefits: Health insurance, IRA, paid vacation, sick and personal time, parking

Salary: \$40,000

Founded in 2006, SecureFutures is a dynamic and growing organization with a mission to provide financial literacy programs and resources to empower students to make sound financial decisions.

Money Coach is a two semester, four-month long program powered by community volunteers and delivered in partnership with local high schools and community organizations. Volunteers work in cohorts of three to provide experiential financial education and mentoring to high school juniors and seniors.

The Program Manager is responsible for coordinating all aspects of the program, including school and business outreach, student recruitment, volunteer recruitment, training and management, partnership development, curriculum development, program outcomes, and data tracking and entry.

Responsibilities:

1. Program Development & Management
 - Assist with the development of strategies to expand the program.
 - Assist with the development of program structure, curriculum & materials.
 - Utilize data tracking tools to document the progress of the program.
 - Manage data entry for event records and program outcomes.
 - Plan and execute two events a year to celebrate students, site partners and volunteers.
2. Partnership Outreach & Management
 - Research and recruit prospective partners.
 - Coordinate meetings with leadership and faculty/staff of partner sites to plan programming logistics.
 - Work alongside site partners to coordinate Money Coach sessions.
3. Student Engagement
 - Assist partners with the recruitment of student participants.
 - Build a strong rapport with students and serve as an additional support them while in the program.
 - Collect and organize student data and documentation.
4. Volunteer Recruitment, Training and Management
 - Assist with the recruitment of Money Coach volunteers via informational meetings, email campaigns, social media and networking.
 - Effectively screen prospective volunteers and match them with sites that will yield the greatest impact.
 - Train Money Coach volunteers and provide them with guidance and support throughout the program.
 - Coordinate volunteer recognition and retention efforts.

Required Skills and Qualifications:

- Bachelor's degree and at least three years of related work experience.
- Customer service or relationship management experience.
- Ability to communicate in a friendly, professional and informative manner, verbally and in writing.
- Ability to develop and deliver effective presentations.
- Computer literate, experienced user of Microsoft applications and Google Drive.
- Reliable, detail-oriented, well-organized, and able to work independently.
- Excellent project management skills.
- Able to work cooperatively and effectively with diverse groups.
- Experience working with teens and relating to teens, a plus.
- Ability to work some evenings.
- Candidate must have access to a reliable car on a daily basis for business travel within the Milwaukee Metro area.

To apply:

Email resume and cover letter to Kristen Ruhl at kristen@securefutures.org.

Other information:

For more information regarding *SecureFutures*, please visit our website at: <https://securefutures.org/>.

SecureFutures, Inc. maintains a spirit and practice of inclusiveness, and seeks volunteers, staff, and board members who enrich our programmatic effectiveness through a diversity of experience, skills, cultures, and backgrounds. Our organization has a policy of equal opportunity for our volunteers, staff, and board, and does not discriminate in hiring, retention, promotion, volunteer recruitment, board recruitment, partnerships, and communities served on the basis of race, color, sex, sexual orientation, gender identity, religion, age, ancestry, national or ethnic origin, marital status, disability, veteran or draft status.