

Opening Doors is a nonprofit organization that helps underserved Sacramento area residents to achieve self-sufficiency and increased assets by accessing opportunities to mainstream economic and social systems. We do this by providing safe places, skills development, business training and loans, and connections to community resources

Job specification:

Position Title: **Prosperity Project Director**

Supervised By: Chief Executive Officer

Supervises: Prosperity Project Managers and Coordinators

Date Needed in Position: Immediately

Classification: Exempt, full time

Salary Range: \$56,000-\$62,000 DOE

### **SUMMARY:**

The Prosperity Project Director oversees the operation of a growing program that is dedicated to assisting refugees, immigrants and other underserved Sacramento area residents to increase their self-sufficiency through microenterprise development and increased financial capability. The Prosperity Project Director is responsible for increasing the volume of microloans deployed to qualified borrowers; building program capacity by overseeing the development of a more robust training and technical assistance program, better utilizing technology, creating strong working partnerships with financial and community based organizations, and by fundraising.

### **EDUCATION/EXPERIENCE:**

- Bachelor's degree (B.A.) from four-year college or university in Business administration, master preferred, or related field, or equivalent combination of education and experience.
- A minimum of two years lending experience, as well as two years of experience providing Microenterprise training and/or technical assistance.
- Work-related experience in community development lending, and in business training and technical assistance in ethnically diverse and disadvantaged communities.
- At least two years of supervisory experience.

**RESPONSIBILITIES** include, but are not limited to:

- Provide overall management for all Prosperity Project activities. Supervise and support the Microenterprise Trainer/Coordinator, the Hispanic Prosperity Program Manager, the Refugee Family Childcare MED Program Specialist and other Managers, Coordinators, or Specialists as appropriate.
- Develop and maintain a clear understanding of the microenterprise, micro-lending and financial capability fields nationally and locally. Take a lead role in strategic planning for a healthy and growing program.
- Carry out needed research to explore possibilities of spinning off Prosperity Project as a fully-owned subsidiary of Opening Doors. Carry out any activities needed based on board/management decisions.
- Oversee a substantial increase in micro-loan volume that will enable the program to achieve long-term viability. Grow the loan fund as needed to accommodate loan volume growth. Work with the Chief Executive Officer and communications staff to put effective marketing efforts in place.
- Develop and manage Prosperity Project budgets.
- Oversee micro-lending activities. Based on the Senior Loan Officer's recommendations, make decisions about new loan applications, collections, release of collateral, etc.

- Manage and serve as staff to the Loan Committee.
- Responsible for Policies and Procedures in the micro-loan program.
- Maintain adequate funding for Prosperity Project programs. Develop re-funding applications. Work with the CEO and/or other staff to develop new sources of funding and write proposals as needed.
- Participate in micro-loan business development and the fostering of partnerships and other relationships for all Prosperity Project programs.
- Monitor Prosperity Project performance against grant and loan goals set internally or by funders/lenders. Oversee the program's data collection and management. Provide reports as needed for management, the board and current or potential funders.
- Interact with the community on behalf of Opening Doors regarding our Financial Capability work, identifying new opportunities for growth.
- Work with Opening Doors managers and staff to develop new financial capability programs across the organization.

#### **REQUIREMENTS:**

- Successful fundraising track record; strong grant-writing skills and ability to raise loan capital through private sources.
- Strong financial management skills; ability to develop and interpret financial statements and to communicate accounting and financial principles to staff and clients.
- Demonstrated interpersonal skills; strong written and oral communications.
- Team-oriented; comfortable collaborating with a small, tight-knit group.
- Superior analytical skills.
- Results oriented.
- Outstanding attention to financial detail and familiarity with portfolio management and nonprofit accounting.
- Flexibility, creativity, and patience, with imagination, enthusiasm, ability to multi-task, and a good sense of humor.
- Proficient in Windows based software, and willingness to learn portfolio management software. Fluency in English. Other languages a plus.
- Possession of a valid driver's license and vehicle insurance adequate to the demands of the Corporation's carrier.
- Upon hire, verification of citizenship or eligibility to work in the United States as outlined under the Immigration Reform and Control Act 1986.
- Upon offer of employment successfully pass a background check.

#### **Physical Requirements and Work Environment**

The following are representative of the physical requirements necessary for an employee to successfully perform the essential functions of the Microenterprise Program Manager's job. Reasonable accommodation can be made to enable people with disabilities to perform the described essential functions.

While performing this job, the employee is required to sit often and use their hands and fingers, to handle or feel and to manipulate keys on a keyboard, The employee is occasionally required to stand, walk, reach with arms and hands, lift approximately 30 pounds on occasion, and to stoop, kneel, or squat, and drive on occasion. The noise level in the work environment is usually quiet to moderate.

**HOW TO APPLY:**

Interested candidates should email a resume and cover letter to:

[humanresources@openingdoorsinc.org](mailto:humanresources@openingdoorsinc.org). Include "DIR OF PROSPERITY PROJECT – [Your name]" in the subject line.

**No phone calls please.**