



## Position: Organization Director Job Profile and Responsibilities

### Introduction:

Cents Ability is a nonprofit organization ([www.cents-ability.org](http://www.cents-ability.org)) that delivers financial literacy workshops to high school students throughout New York City. Cents Ability's mission is to empower New York City high school students to achieve their goals through the prudent and informed management of their financial resources.

We seek a motivated person with strong organizational skills and “self starter” instincts to become our first fulltime employee. Responsibilities include managing the organization's day-to-day operations and exploring several key growth initiatives (outlined below). Salary based on candidate profile and experience. Enthusiasm and a desire to grow a local non-profit into a national organization are a must!

### Organization description:

Cents Ability partners with schools and community centers around New York City to conduct financial literacy workshops for high school students. Cents Ability's curriculum is taught in seven 45-minute modules over three to seven weeks depending on the time allotted to each class. We can adjust our class time according to the needs of each teaching location. Classes are generally taught on the same day over consecutive weeks and short homework assignments are administered between classes. Class sizes vary but our target student-to-teacher ratio is 8-to-1. Our volunteer teachers are professionals in fields such as finance, media, education and law or college students pursuing business majors. These volunteers bring real world experience to the classroom while serving as role models to their students. Cents Ability teaches and administers all student materials free of charge.

Our curriculum reviews general financial topics. The first 3 sessions focus on the financial planning process and place a strong emphasis on goal setting, the value of budgeting and risks and benefits of credit. Students learn why they should start saving today. In the 4<sup>th</sup> and 5<sup>th</sup> sessions, the material encourages students to think about investing saved money over the short term and long term so that they can achieve their financial goals. The last 2 sessions include a high level discussion about the stock market and a review of the entire course.

Cents Ability has taught classes at 40+ locations across New York City.

### Day-to-Day Operational Responsibilities:

- Volunteer and teaching venue coordination
  - Communicate with volunteers, teachers, principals and community center leaders to ensure a smooth program experience at each teaching location
  - Provide logistical support to the lead teacher at each teaching venue
  - Organize school follow ups, feedback, evaluations, etc.
- Manage organization communications
  - Maintain correspondence with volunteer base
  - Respond to inquiries (website, e-mails, calls, etc.)

- Oversee Cents Ability volunteer database management system
- Work with Executive Committee to source new teaching opportunities
- Maintain records (Executive Committee meeting minutes, documents, etc.)
- Coordinate organization events

Growth Initiatives:

Cents Ability is in a period of rapid growth. We are expanding our website, sourcing opportunities in cities around the country, engaging new fundraising initiatives and growing our volunteer base. The Organization Director may become involved in a number of these initiatives based on experience and interest. An enthusiastic attitude will be key.

- Fundraising
  - Grant writing
  - Identify and communicate with potential donors
  - Fundraising events
  - Improve tracking metrics to demonstrate success to donors
  - Oversee communications and presentations to sponsors
- Organization communications
  - Consider a monthly newsletter (for volunteers, students, etc)
- Curriculum improvements
  - Enhance classroom experience through multimedia integration
- Investigate addition of mentor/mentee model
- Publicity
  - Spearhead media outreach
- Volunteer recruitment
- Publicly represent Cents Ability
- Work with Website Director and 3<sup>rd</sup> party software provider to develop online budgeting tool

Time commitment:

We seek a minimum one-year commitment with promotional opportunities after 2-3 years

- Work normal business hours (9-5) plus Executive Committee meetings (held in the evenings), events, classes, and other engagements when appropriate
- Must be available to meet with principals/donors periodically
- Must learn the Cents Ability curriculum and teach classes with other Cents Ability volunteers

Candidate qualifications:

- Desire to work in a young, growing organization
- Interest in education/financial literacy
- Strong communication skills
- Energetic / passionate
- 3-5 yrs work experience
- Excel/PowerPoint proficient
- Attention to detail

Candidates please e-mail your resume and cover letter to: [development@cents-ability.org](mailto:development@cents-ability.org)

Thanks for your interest!