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## **Executive Director** **Position Description**

**MakingChange is a Howard County-based 501(c)(3) organization that empowers individuals and families to achieve financial stability.**

**Position Overview:** This full-time position will be responsible for the overall operations of the organization including program development, staffing and fund raising. Programs include financial coaching, seminars, operating the Volunteer Income Tax Assistance (VITA) site and providing other community events related to financial wellness education.

### **Responsibilities include:**

- Manage the program coordinators to deliver quality programs
- Recruit and train staff and volunteer positions as needed
- Collaborate with community organizations, government agencies and others to develop partnership opportunities
- Identify and pursue diverse funding sources including grants, corporate sponsorships, individual donors, and fee-for-service opportunities
- Manage the administrative functions including payroll, budgeting, marketing, funder reporting, IT/social media development, etc.
- Oversee the staff accountant to ensure complete and accurate financial statements
- Collect and evaluate data to demonstrate program impact
- Represent MakingChange at various community and other events
- Other duties as may be required by the Board of Directors

**Requirements:** The ideal candidate for this position will display a commitment to our mission and have the following qualifications

- Leadership experience including in the nonprofit organization environment
- Administrative and managerial skills including 501(c)(3) compliance
- Strong business sense and financial acumen including management of federal, state or local government funding
- Knowledge of personal finance topics and industry experience
- Successful record of fundraising
- Experience in building teams, managing volunteers, and expanding programs or activities
- Ability to partner with other organizations in the community
- Effective communicator with individuals and groups
- Understanding and sensitivity to our culturally and socioeconomically diverse population
- Bachelor's degree required; graduate degree preferred; industry certification a plus

**Please submit your resume to [careers@makingchangecenter.org](mailto:careers@makingchangecenter.org) for consideration.**