



## **Special Projects Manager, Executive Staff Team**

Full-time exempt, California (Oakland preferred)

### **Position**

This is a unique opportunity to join a leader in community development finance, and work in a fast-paced social justice organization on a broad range of projects that involve complex business, financial, operational, and policy issues to help expand our impact serving low-income and otherwise underserved communities. The successful candidate will lead projects with strategic importance to Self-Help Federal Credit Union (SHFCU) that fall outside the scope of operating teams. The focus of projects will include expanding impact in California through existing operations, expanding in to new markets, developing strategic relationships and helping to develop new and enhanced activities that can drive our mission to create ownership and economic opportunity. Projects can involve extensive relationship building and organizing efforts. This position provides a unique opportunity to be closely involved in cutting-edge work that impacts the broader financial services industry, community development, and economic justice through practice and policy.

### **Principal Responsibilities**

Support and manage special projects as directed by the President and SVPs of SHFCU in California. Projects will be critical to strategic priorities toward expanding the impact, scope and presence of Self-Help in California. Examples of potential projects include:

- Acting as project manager for new initiatives and pilots, including new product development.
- Developing and supporting the organization's relationships with key partners, including community-based organizations, faith-based institutions, and elected officials.
- Providing analytical support on major financial and operational decisions
- Driving internal communication efforts aimed at building a consistent organizational culture.
- Planning and/or facilitating leadership meetings and retreats.
- Evaluating strategic growth opportunities, including mergers, acquisitions new branch openings.
- Managing activities of one or more organizational boards.

### **Desired Qualifications**

- Strong commitment to our mission – creating economic opportunity for traditionally underserved communities – and a desire to work actively in such communities
- Strong cultural competency and a preference for working in organizations that value diversity, teamwork and collaboration
- Bachelor's degree (or additional relevant experience) and at least 4 years of relevant professional experience, which could include: community or economic development, consulting, banking, finance, business management, or urban planning.
- A demonstrated commitment to social and economic justice.
- Sensitivity to and a desire to work in a diverse and inclusive organization.

- Strong analytical, organizational and project management skills/experience.
- Excellent interpersonal skills – demonstrated ability to work effectively in varied professional, socio-economic and cultural contexts.
- Strong Excel and web-based research skills; GIS and/or other mapping skills a strong plus.
- Excellent verbal and written communications and presentation skills.
- Resourceful self-starter and fast learner; effective working behind the scenes.
- Interest in and experience with community economic development programs.
- Sincere commitment to teamwork and an interest in the development of colleagues-- both important Self-Help values.
- Spanish-speaking or other non-English language fluency a plus.
- Credit union or other financial institution experience a plus.
- MBA or graduate degree in urban planning, public policy or another related field preferred.
- Willingness to work hours reflective of an executive-level position, with significant regional, statewide and national travel.

### **Requirements**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Close vision is required.
- Employee is regularly required to: sit; talk and hear; use hands to finger, handle or feel; and reach with hands and arms.
- Employee is frequently required to type and use a keyboard.
- The employee must occasionally lift and/or move up to 10 pounds.
- Ability to drive and otherwise travel, throughout California and elsewhere

### **About Self-Help Federal**

Self-Help Federal is part of the Self-Help family of non-profit organizations with a common mission and leadership. Over its 38-year history, Self-Help has learned that access to responsible savings, loans, and transactions is key to financial security, family health, and improved opportunity for low-income families. In total, the Self-Help family of non-profit organizations is more than 147,000 members strong and has delivered \$8.3 billion in financing to help over 165,000 low-wealth borrowers buy homes, start and build businesses, and strengthen community resources, across the United States.

To learn more, please visit our websites at [www.self-helpfcu.org](http://www.self-helpfcu.org) and [www.self-help.org](http://www.self-help.org).

### **Compensation**

Competitive nonprofit salary, based on experience, plus a generous benefits package that includes health, dental, life insurance, flexible spending plan, retirement plan, paid parental leave, and domestic partners policy.

### **Application**

To apply, please send resume and cover letter, describing why you believe you are a good fit for this position, to [cahiringmanager@self-helpfcu.org](mailto:cahiringmanager@self-helpfcu.org). Please reference "Special Projects Manager" in the subject line of your message. The position will remain posted until filled.

**We are an equal opportunity employer**

Self-Help is committed to providing equal employment opportunities to all persons regardless of race, color, class, age, religion, disability that can be accommodated, marital status (including domestic partner status), ancestry, nationality, national origin, religion (and lack thereof), family status, sex (including pregnancy, childbirth, and related medical conditions), other medical condition and/or disability: physical or mental, AIDS/HIV status, genetic information, sexual identity, gender identification (including transgender status), sexual orientation, political activities or affiliations, and veteran status.