



## **Position Announcement: Special Projects Manager, Executive Staff Team**

### **Organization**

Self-Help Federal Credit Union (SHFCU), a nationally recognized non-profit community development financial institution, is seeking a hands-on special projects manager to support our fast-growing footprint in Southern California, and to expand our impact regionally. With over \$1 billion in assets, and serving more than 77,000 members across our branch footprint, Self-Help Federal is the fastest-growing low-income designated credit union in the country. We are part of the national Self-Help family of non-profit organizations whose collective mission is to create and protect ownership and economic opportunity for all. For more information, go to [www.self-helpfcu.org](http://www.self-helpfcu.org).

### **Position**

This is a unique opportunity to join a leader in community development finance to help expand our impact serving low-income and otherwise underserved communities in Southern California. The successful candidate will provide critical, high-level support to the management team of Self-Help Federal, with a particular focus on expanding our impact in our existing markets of Los Angeles and San Diego, and to additional Southern California markets over time. The candidate will work in a fast-paced social justice organization on a broad range of projects that involve complex business, financial, operational, and policy issues. 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.

### **Principal Responsibilities**

Support and manage special projects as directed by the SVP, Southern California and other leaders at the organization critical to expanding the impact, scope and presence of Self-Help FCU in Southern 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 local and regional partners, including community-based organizations, faith-based institutions, and elected officials.
- Providing analytical support on major financial and operational decisions for operating leaders and teams.
- Preparing a business plan for a new venture, including the support and/or management of activities associated with launching a de novo branch—financial, operational, facilities management, partnership and outreach strategy, etc.
- Driving internal communication efforts aimed at building a consistent organizational culture.
- Planning and/or facilitating offsite retreats and leadership meetings.
- Evaluating strategic growth opportunities, including mergers and acquisitions.
- Drafting policies and procedures for organizational operations.
- Managing activities of one or more organizational boards.

### **Desired Qualifications**

- 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 racially and socially diverse organization.

- Strong 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.
- Significant financial/analytical experience and/or aptitude.
- 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 regional and statewide travel as needed.

**Location:** Los Angeles, CA

**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.

**Please apply to our Human Resources Department:**

Interested individuals, please send a resume and cover letter to [cahiringmanager@self-helpfcu.org](mailto:cahiringmanager@self-helpfcu.org) and reference the position "Special Projects Manager" in the subject line of your message.

**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.