



United Way of Rutherford
& Cannon Counties

Job Description *United Way of Rutherford and Cannon Counties*

Job Title: Director of Economic Mobility
Reports to: Vice President of Collective Impact and Strategic Initiatives
FLSA Status: Regular, Full-Time, Exempt, Grant-Funded Position
Date Revised: January 2024

POSITION SUMMARY: The Director of Economic Mobility supports the mission, goals, values, and philosophy of the United Way of Rutherford and Cannon Counties by exhibiting the following professional behaviors: commitment to excellence, exceeding expectations, efficiency and effectiveness, and accountability. As a member of the United Way of Rutherford and Cannon Counties' professional team, the individual's performance includes superior demonstration of the following professional attributes: ethical leadership, effective communication, teamwork, and job knowledge. The Director of Economic Mobility develops and implements goals and strategies that support the mission and vision of the United Way.

The Director of Economic Mobility oversees the United Way of Rutherford and Cannon Counties' Financial Empowerment work, including Launch Point, VITA (Volunteer Income Tax Assistance), and the implementation and management of a Financial Empowerment Center. The Director of Economic Mobility will be responsible for staff management, meeting grant outcomes for current and future funders, and strategic planning and partnerships for United Way's Financial Empowerment Programs.

Launch Point:

The Launch Point initiative connects local industry and community partners to help remove barriers for employees obtaining and maintaining living wage employment. Success coaches work with families to identify their goals, develop a plan and connect families to the unique resources needed to thrive. yourlocaluw.org/launchpoint

VITA:

The Volunteer Income Tax Assistance (VITA) program is a financial stability initiative of the United Way of Rutherford and Cannon Counties. IRS-certified United Way volunteers provide free, basic income tax return preparation with electronic filing to qualified individuals each tax season. Early January is a great time to share information with your clients about the benefits of utilizing the VITA program, including the cost savings. They will receive more money in their pockets by filing with VITA and avoiding predatory tax/loan costs to receive a refund. Watch for communication in early January about appointment availability. yourlocaluw.org/vita

Financial Empowerment Center:

Financial Empowerment Centers offer professional, one-on-one financial counseling as a free public service to enable residents to address their financial challenges and needs and plan for their futures. Nearly three dozen local governments across the country are already deploying more than 150 trained financial counselors to support clients' banking, credit, debt, and savings goals. In partnership with Bloomberg Philanthropies and others, the CFE Fund supports cohorts of local government leaders through FEC Academy to develop, launch, and implement financial counseling as a free public service, along with fielding strategic pilot and research projects to enhance program success. fecpublic.org

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Oversee staff and outcomes for VITA and Launch Point.
- Oversee implementation of a Financial Empowerment Center, including working with stake holders to establish funding, potential space and other program start up details.
- Work with Director of Grants and Advocacy to identify and pursue additional funding streams.

Mission Statement

The United Way of Rutherford and Cannon Counties improves lives by advancing opportunities for education, health and financial stability for all.

Vision Statement

To be the primary community solutions leader for human services.



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- Work with the Tennessee Department of Human Services to submit outcomes reports for Launch Point grant.
- Work with NAFI (Nashville Alliance for Financial Independence) and the United Way of Greater Nashville to ensure all VITA reports are submitted.
- Work with Finance Department to ensure all invoices are submitted to DHS monthly for Launch Point.
- Lead Launch Point Vision Council quarterly meetings.
- Maintain relationships and establish new relationships with Launch Point referral partners to market to program to eligible participants.
- Network with community partners to market United Way Financial Empowerment programs.

SUPERVISORY RESPONSIBILITIES:

- VITA Coordinator
- Launch Point Coordinator

QUALIFICATIONS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skills and/or abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION AND EXPERIENCE:

- Bachelor's degree in social work or a related field
- Minimum three (3) years of management experience
- Experience with grants and grant reporting

OTHER SKILLS:

- strong interpersonal skills and problem-solving skills
- ability to communicate effectively with a diverse range of individuals
- highly developed organizational and planning skills
- creative and detail-oriented
- highly developed oral and written communication skills
- ability to manage multiple projects and tasks simultaneously
- advanced proficiency in Microsoft Office (Word, Excel, PowerPoint, Publisher, Outlook)

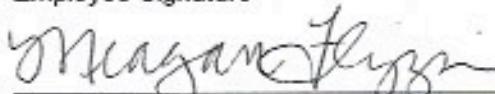
WORK ENVIRONMENT: Position is in an office setting that involves everyday risks or discomforts that require normal safety precautions. Frequent off-site meetings and events may be a component of this position.

Candidate should possess a valid driver's license and the ability to operate a motor vehicle and provide own transportation.

The above statements are intended to describe the general nature and level of work being performed by individuals in this position. They are not intended to be an exhaustive list of all duties, responsibilities and skills of personnel so classified.

Employee Signature

Date



11/12/24

President and CEO Signature

Date

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