

# PREPARE + PROSPER

WORKING TOWARD A BRIGHTER FINANCIAL FUTURE

## Systems Change Director

### COMPANY OVERVIEW

Prepare + Prosper (P+P) is a nonprofit that works with people to build financial well-being and address financial inclusion. Harnessing the power of volunteers and partnerships, we provide free tax preparation and financial services, products, and coaching, and work to change systems to create economic opportunity for everyone. We are committed to the principles of diversity, equity, and inclusion in our work are particularly interested in receiving applications from people of color and those with lived experiences similar to the people who use our programs.

Learn more about P+P at [www.prepareandprosper.org](http://www.prepareandprosper.org)

### JOB SUMMARY

P+P is in search of a Systems Change Director to lead the organization in capacity building – both within our organization, and in collaboration with family-serving organizations in our region. This role will effectively respond to current and future opportunities to drive policy and systems change in areas of tax policy, asset building, and consumer protection in a manner guided by the lived-experiences of the families we serve, and informed by the topical expertise of our staff and partners.

Reporting to the Executive Director, this is a new and dynamic role for P+P. The organization is seeking to hire an experienced trailblazer to be a part of the P+P senior leadership team to drive the strategy and change processes that are at the heart of the organization's work. This role is responsible for leading P+P's efforts in overseeing both policy and systems change to better serve historically excluded populations, coalition building across the financial serving sector and elevating community voices to better design and curate financial education, tools and advocate for policies that meets their needs.

The Systems Change Director will focus on internal capacity building goals of P+P, including staff support of Diversity, Equity and Inclusion (DEI) strategic goals. This is also a public facing role, responsible for fostering relationships across partner organizations, coalition members, and statewide communities, including convening regular coalition meetings. This role will also incorporate DEI in planning and decision-making to advance P+P's commitment to racial equity, economic justice, addressing the systemic racism through positive statewide and possibly, national leadership.

### KEY RESPONSIBILITIES

#### Coalition and Movement Building

- Identify, connect and recruit organizations across Minnesota providing free tax and/or financial services for families to align with existing coalitions and develop new networks.
- Develop coalition strategy and manage ongoing coalition activities (e.g. membership, engagement, logistics, agendas, etc.)

- Coordinate and facilitate coalition meetings to identify priorities in areas of economic justice or issue(s) affecting a geographic area or cultural group, and adopt movement building plan.
- Work with member organizations and evaluation consultants to integrate community and participant feedback about the experiences of families they serve into the coalition agenda.
- Work with P+P staff experts to offer support and technical assistance to member organizations.

#### Community Engagement, Research and Evaluation

- Utilize community engaged research to learn about emerging community participant issues, perspectives and solutions.
- Disseminate findings to coalition members, communities served and impacted populations.
- Track engagement efforts from analysis to evaluation, and find innovative ways to share learnings across the sector.
- Use research to inform policy and education initiatives across the sector.

#### Policy and Education Advancement

- Track and quantify the cause (laws, policy, practice) and the impact of the area of concern is having on the families we serve.
- Analyze proposed changes to policy, law, or practice with attention to adverse impacts on communities we serve.
- Work with the coalition and other partners to disseminate and educate others on policy initiatives.
- Create position papers and writings on promising practices, recommendations for change, and the experiences of families with lower incomes.
- Pilot promising ideas locally, state-wide or nationally by leveraging partnerships.

#### Other

- Build internal partnerships and feedback structures. Collaborate, document and communicate information with internal and external stakeholders. Attend and actively participate in required educational programs and departmental staff meetings.
- Supervise other staff or consultants.
- Update knowledge by maintaining networks, participating in educational opportunities and professional organizations.
- Perform other duties as required by business needs.

### **MINIMUM QUALIFICATIONS**

- Possess a minimum of 5 years of demonstrated experience in two or more of the following: coalition building, facilitation, policy analysis, and communicating complex ideas to audiences of varying expertise.
- Passionate about creating solutions for financial disparity, and one year of experience related to or in the economic justice sector.
- Have experience in relationship-building and effectively communicating with communities, organizations, and people of varying cultural and socio-economic backgrounds.
- Strong organizational and project management skills, keen attention to detail, accuracy, and follow-through.
- Ability to manage and prioritize time and competing priorities.

- Ability to quickly build rapport with and sensitivity to issues and concerns of BIPOC communities and other marginalized groups.
- Strong public speaking skills as well as large and small group facilitation.
- Excellent verbal and written communication skills.
- Strong computer skills, including Microsoft Office Suite.

### **PREFERRED QUALIFICATIONS**

- Project Management certification.
- Multilingual / Multicultural.

### **WORK ENVIRONMENT**

- Hybrid remote in Saint Paul, MN 55114
- Be able to work independently and within highly matrixed environments with diverse teams.

### **OUR COMMITMENT TO EQUAL EMPLOYMENT OPPORTUNITY**

P+P continues to work towards a more inclusive workspace, and as such, we are an equal opportunity employer and do not discriminate against any employee or applicant for employment because of race, skin color, ethnicity, religion, gender, sexual orientation, national origin, disability, age, marital status, military status, pregnancy, or parenthood.

Job Type: Full-time

Salary: \$75,000 - \$85,000 Annually

Benefits:

- Healthy insurance
- Dental insurance
- Vision insurance
- Flexible spending account
- Health savings account
- Life insurance
- Paid time off
- Retirement plan
- Flexible schedule

### **HOW TO APPLY**

Please email your resume and cover letter (required) to [jobs@prepareandprosper.org](mailto:jobs@prepareandprosper.org) with the subject line "Systems Change Director." The position will be open until filled.