

**LOUISVILLE ASSET BUILDING COALITION
JOB DESCRIPTION**

Position: Program Director, Full Time

Reports To: LABC Board Chair

Location: Jefferson County Kentucky

Program: Louisville Asset Building Coalition (LABC) is a non-profit agency located in Louisville, KY that is affiliated with Louisville Metro Government. LABC offers financial services programs for low-to-moderate income residents of Jefferson County, KY and the surrounding region. Specifically, the Volunteer Income Tax Assistance (VITA) program provides opportunities for low-income working families to increase their financial well-being. VITA promotes the Earned Income Tax Credit and other federal and state credits, provides free income tax preparation, and offers access to financial products and information.

Purpose of Position: Manage VITA program and coordinate coalition activities

Job Duties and Functions:

- Manage daily operations and all regular and seasonal staff involved in the VITA program
- Manage, train, and direct the work of all site volunteers
- Lead organization fundraising activities, including prospecting, report and proposal writing, budget development, grants monitoring, and meeting funder reporting requirements
- Guide the organization's planning to meet long-term objectives
- Provide vision and leadership
- Prepare and maintain the budget for the organization
- Work closely with partner sites/agencies to ensure high-quality service to clients and response to the partners' needs
- Develop and maintain working relationships with other relevant organizations, such as financial institutions, local non-profits, government agencies, etc.
- Communicate effectively with all stakeholders
- Implement new programs and initiatives that support the organization's mission of building an economic foundation that allows members of our community to reach their highest potential
- Engage in advocacy efforts surrounding free tax preparation, the Earned Income Tax Credit and other financial capacity issues and initiatives
- Conduct research on best practice and attending various meetings/conferences in and outside of Louisville to contribute to mutual learning and connect with similar organizations
- Represent the organization to the public to coordinate, explain and discuss programs and services
- Other duties as required

Physical Requirement and Working Conditions:

Meets regular and punctual attendance standards and any special needs of the position, including weekend and evening hours and performing related work

Minimum Requirements:

- Bachelor's degree preferred; may substitute relevant experience
- Minimum of 2 years tax or nonprofit program experience
- Experience with grant and financial management
- Ability to manage people
- Excellent organizational and verbal/written communication skills
- Excellent work ethic
- Experience working with the public and individuals with various backgrounds and abilities

- Demonstrated commitment to take on new work, projects and initiatives
- Demonstrated leadership
- Must complete required IRS certification to the advanced level before the start of the tax season
- Intermediate level computer literacy
- Friendly, dependable and flexible
- Reliable transportation

Benefits and salary negotiable

Application deadline – April 26th, 2019

Submit resume and cover letter via email to: Brittany.sims@labcservices.org