



JOB POSTING

JOB TITLE:	Micro-Enterprise and Finance Project Manager		
PROJECT:	Economic Opportunity (EO)		
LOCATION:	1607 W. Jefferson St., Boise		
STATUS/HOURS:	<input checked="" type="checkbox"/> Full Time <input type="checkbox"/> Part Time	<u>40</u> Hours per week	<u>100</u> % FTE
FLSA STATUS:	<input checked="" type="checkbox"/> Exempt <input type="checkbox"/> Non-Exempt		
PAY:	\$4,100 to \$4,600 per month		
REPORTS TO:	Program Director		
POSTING DATES:	12/14/2018 – 1/20/2019		

POSITION SUMMARY:

We are looking for a compassionate and strategic leader to guide a small and diverse team within the Economic Opportunity (EO) program through programmatic growth to achieve measurable impact for our clients and the community. Initially the EO Micro-Enterprise and Finance Project Manager (PM) will be responsible for day-to-day operations within our micro-business development, lending, credit coaching and education functions while building capacity within the existing team so that new strategic priorities can take center stage. In addition to building capacity in these areas the PM will help EO grow in three strategic capacities: launching a brick and mortar international market, debuting a community investment fund and thoroughly exploring applying for status as a Community Development Financial Institution (CDFI). Alongside lending, EO implements a robust training calendar covering a variety of topics. This PM position is responsible for collaborating with EO team members and community partners to facilitate business development and financial empowerment training which equates to two to three trainings per month.

This position will work alongside the Refugee Childcare Business Development Project Manager, the Starling Project Manager and the EO Communications and Outreach Coordinator and reports to the Director of EO.

We are looking for an individual that is willing to build with us, from a strong foundation, to make big ideas and planned expansion a reality.

PROGRAM SUMMARY:

EO's mission is to create wealth equity for individuals and families in the Treasure and Magic Valleys through complimentary programming across five different EO service areas:

- Micro-business development
- Consumer and business lending
- Credit education and coaching
- Refugee Childcare Business Development
- Young women's mentoring program

OUR VALUES:

- *Equity, Compassion, Creativity, Prosperity, Entrepreneurship*

EO's APPROACH:

- We focus on removing barriers and filling service gaps.
- Our team works collaboratively with each other and with our clients.
- We build long-term relationships.
- EO uses an integrated “cocooning” approach to client success and services.

SCOPE:

EO, a program of Jannus, Inc., proudly serves approximately 200 individuals every year in the Treasure and Magic Valleys. Our loan portfolio is approaching \$1M. In FY2018 our lending activities increased over 300%. EO projects closing 65-75 loans in FY19, again increasing our previous year's activity by 150%.

ESSENTIAL PHILOSOPHIES AND RESPONSIBILITIES:

- Gets excited about the messy work of launching complicated initiatives, managing teams and juggling priorities.
- Happily accomplishes administrative and strategic support to ensure grant activities and milestones are accomplished.
- Fluidly moves between a high degree of formal, detailed organizational work and emerging collaboration efforts with loose and informal partners.
- Proactively communicates effectively with all key stakeholders.
- Confidently facilitates meetings, planning and learning sessions to advance EO's current work and planned strategic initiatives.
- Wholeheartedly committed to professionally operating from an intersectional perspective towards eradicating poverty.
- At-ease in a resource-limited environment, flexible, able to change direction quickly and lead through both ambiguity and constant change.
- Continuously elevates the social determinants of health as drivers of human success.
- Successfully self-manages time and deadlines easily on their own.
- Gladly shifts from organizing files to executing successful donor presentations.
- Effectively manages grant implementation while remaining mission-focused and impact driven.
- Enthusiastically mobilizes partner organizations to increase awareness of EO programming and collaboration.
- Compassionately leads and develops a high performing team focused on outcomes, service and compliance.

QUALIFICATION REQUIREMENTS:

- Believes in and committed to the mission and values of Jannus and EO.
- Excellent writing and editing ability.
- Self-motivated and directed; works well with within a rapidly-changing environment.
- Analytical and sound judgment with a results-oriented mindset.
- Ability to think critically and creatively to identify solutions with a focus on continuous improvement.
- Proven track record of success in tracking and meeting performance-based goals.
- Ability to apply independent and sensitive judgment to a variety of situations faced by immigrants and refugees.
- Demonstrated commitment to intentional inclusivity of culturally diverse perspectives and input.
- Highly organized, detail-oriented, and ability to prioritize and meet multiple deadlines.
- Proficient with technology and related software (MS Office, social media, Salesforce).
- Experience and comfort working with non-native English speakers and immigrants.
- Research experience preferred.

- Familiarity with adult education pedagogy and/or best practices a plus.
- At least three years' experience in business planning, finance, management, and/or marketing.
- Significant knowledge in small business start-up and expansion dynamics.
- Successful track record of managing teams.
- Demonstrated ability to form productive partnerships with community entities.
- Integrity, credibility and a commitment to and passion for serving disadvantaged populations.
- Must be available to attend periodic meetings and events during evenings and weekend hours.
- Valid driver's license required with access to reliable transportation and able to provide proof of state required liability insurance.
- Must have access to reliable transportation and be able to provide proof of state required liability insurance coverage.
- Willingness to travel within Ada, Twin Falls and Canyon Counties.

EDUCATION:

Bachelor's or Master's degree in business, economic development, finance, marketing or related field, or demonstrated equivalent experience required.

CERTIFICATES, LICENSES, REGISTRATIONS:

None

WORKING CONDITIONS:

Works in general office environment. Travel to client businesses to provide on-site technical assistance is required.

PHYSICAL REQUIREMENTS:

Must be able to tolerate heat and cold, and to drive to client and community partner businesses in varied weather conditions. Sitting, standing, walking, driving, repeated hand and wrist motions (for computer use) are required. May be required to lift up to 25 pounds.

TO APPLY:

Complete the Jannus Employment Application available at www.jannus.org and send with your resume to info@jannus.org. Or fax to 208.331.0267 or mail or deliver to 1607 W Jefferson St., Boise, ID 83702.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties of this job.

Jannus, Inc. is an Affirmative Action / Equal Employment Opportunity Employer

Jannus, Inc. shall abide by the requirements of 41 CFR sections 60-1.4(a)(7), 60-300.5(a) and (d), 60-741.5(a) and (d), and 29 C.F.R. Part 471, Appendix A to Subpart A, if applicable. These regulations prohibit discrimination against qualified individuals including on the basis of race, color, religion, age, gender, pregnancy, national origin, mental or physical disability, genetic information, sexual orientation or gender identity, veteran status or disability, military status, or any status protected by federal, state or local law and require affirmative action by covered prime contractors and subcontractors to employ and advance in employment women, minorities, qualified protected veterans, and individuals with disabilities.