

### IDENTIFYING INFORMATION

<b>JOB TITLE</b>	Program Manager	<b>FLSA STATUS</b>	Non-Exempt
<b>JOB CODE</b>	SCC 032	<b>FT/PT</b>	FT
<b>PAY RANGE</b>	\$63,250 - \$75,000	<b>TEMP/REG</b>	Regular
<b>SUPERVISOR</b>	SCC 001 Executive Director	<b>REVISED</b>	06/2022

### ORGANIZATION SUMMARY

Shared Capital Cooperative is a national CDFI loan fund specialized in financing cooperative enterprises. With a successful 40-year track record of financing consumer, small producer, housing, and worker-owned cooperatives, Shared Capital's mission is to build a just, equitable, and democratic economy by investing in cooperative enterprises. Shared Capital is a cooperative association that is democratically owned and governed by 300 cooperatives across 36 states.

### POSITION SUMMARY

This position plays key roles in Shared Capital's work toward diversity, racial, social, and economic equity and justice in our organization and our work and will lead the coordination and implementation of new and existing programs.

### POSITION RESPONSIBILITIES

Advance Shared Capital's equity, diversity, and justice commitment and progress toward our strategic goals and mission by:

- Coordinating and facilitating staff equity, diversity, anti-racism, and racial justice training and team development.
- Serving as lead staff to support and coordinate the Board of Director's Racial Justice Committee and related work of the Board.
- Working with staff teams to evaluate partnerships, programs, products and outcomes with racial, economic, and social equity and justice lenses.
- Leading the development of tools and metrics for collection and analysis of demographic, impact, and outcome data to track, evaluate and manage
- Working with Portfolio Analyst to develop and manage impact reporting on racial, gender, and economic justice.

Manage and coordinate Shared Capital's programs and strategic partnerships by:

- Coordinating existing partnerships and programs.
- Developing and implementing new programs, partnerships, and collaborations.
- Managing relationships with members and partners to advance racial equity and justice work.
- Evaluating partnerships and programs for efficacy and impact.

Help Shared Capital raise funds for programs by:

- Writing proposals for grants and investments to support programs.
- Researching appropriate funding opportunities.
- Supporting the Executive Director's grant and capital raising work.
- Compiling and writing programmatic and impact reports for funders and investors.

Conducting other program and partnership activities as defined from time to time.

## POSITION REQUIREMENTS

### Education and Experience:

- Significant study and experience in Business, Economics, Public Policy, or other relevant fields. Bachelor's degree in relevant field preferred; Master's degree desirable.
- Experience developing and facilitating Diversity, Equity, and Inclusion (DEI), anti-racism curricula, professional development, and training.
- Three or more years of program management and/or relationship management experience.
- Experience with cooperative enterprises and/or CDFIs is advantageous.

### Characteristics, Knowledge, Skills, and Abilities:

- Alignment with the mission and values of the cooperative.
- Commitment to racial equity and racial, economic, and social justice
- Deep understanding of the value of diversity, equity, inclusion, accountability, and justice, and the ability to engage and educate others about these and related topics.
- Knowledge of boards of directors and governance practices, especially cooperative governance.
- Ability to communicate effectively in oral and written communication.
- Self-starter able to manage and prioritize multiple projects and to work independently, with limited supervision.
- Strong interpersonal skills and ability to cultivate and sustain effective working relationships with individuals from diverse backgrounds; .
- Knowledge of, and ability to use computer and other technical resources to effectively accomplish work; advanced skill in Microsoft suite of products is essential, experience with database software is also important.
- **No candidate will meet every requirement. If you may be a good fit, we encourage you to apply.**

### Licenses and/or Certifications:

None required.

## WORKING CONDITIONS AND ENVIRONMENT

Shared Capital is located in an accessible and smoke-free multi-use office building in an urban setting. This position typically works normal business hours but may occasionally include evening and weekend hours. Some of the functions of this position may occasionally be performed remotely, subject to prior approval by the position's supervisor.

Shared Capital Cooperative is an Equal Opportunity Employer. We make employment decisions based on merit, competence, performance, and business needs. We celebrate difference. We're committed to building a diverse and inclusive organization and recognize the fact that our different cultures, backgrounds, perspectives, and ways of being strengthen our company, as well as our communities. We don't discriminate on the basis of race, color, creed, religion or belief, national origin, political affiliation, age, marital, civil union or domestic partnership status, disability, public assistance status, prior convictions, personal credit score, past or present military service status, family medical history or genetic information, family or parental status, sexual orientation, gender identity, or gender expression. We desire a diverse pool of applicants and encourage applications from women, people of color, LGBTQ, and immigrant communities.

All employees of the organization are expected to work effectively in a mission-driven organization whose clients and staff exhibit significant diversity with respect to race, ethnicity, gender identity, sexual orientation, familial status, socio-economic status, nationality, and religion.

The above statements are not intended to encompass all functions and qualifications of the position; rather, they are intended to provide a general framework of the requirements of the position. Job

incumbents may be required to perform other functions not specifically addressed in this job description. Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time.

## Mental/Motor, Physical & Environmental Demands Analysis

### Demand Codes

<b>Minimal (M):</b>	Minimal - Very atypical of the job, may occur under special circumstances.
<b>Occasional (O):</b>	Occurs occasionally on an intermittent basis, up to 5%; up to 2 hours/week.
<b>Somewhat Regular (SR):</b>	Occurs on a regular basis, typical of the job, 6-25%; up to 2 hours/day.
<b>Frequent (F):</b>	Occurs on an ongoing, reoccurring basis, 26-60%; 2-5 hours/day.
<b>Consistent (C):</b>	Occurs on a consistent basis, over 60%; over 5-hours/day.

Motor/Mental Ability	M	O	SR	F	C	Physical Demands	M	O	SR	F	C
Mathematics					X	Sitting				X	
Reading					X	Standing			X		
Writing					X	Walking			X		
Reasoning					X	Push/Pull (up to 20 lbs.)		X			
Problem Solving					X	Push/Pull (21-50 lbs)	X				
Attentiveness					X	Push/Pull (51-100 lbs)	X				
Work Supervision		X				Bending at Waist			X		
Guidance			X			Twisting Upper Body		X			
Self-Governance					X	Lift (up to 10 lbs)			X		
Social Interaction				X		Lift (11-25 lbs)		X			
Speed/Time				X		Lift (26-50 lbs)	X				
						Lift (51-100 lbs)	X				
Environment	M	O	SR	F	C	Wrist Twist					X
Works with Others				X		Climbing	X				
Works Alone				X		Balancing	X				
Customer Contact		X				Stooping/Crouching			X		
Shift Work	X					Kneeling			X		
Extended Day				X		Crawling	X				
Extreme Hot	X					Reaching			X		
Extreme Cold	X					Handling/Grasping			X		
Extreme Noise	X					Fingering					X
Confined Area			X			Feeling	X				
High Places	X					Talking				X	
Work Indoors					X	Hearing					X
Work Outdoors	X					Seeing					X
Mechanical		X				Depth Perception			X		
Electrical Hazards	X					Color Vision		X			
Explosive Material	X					Field of Vision		X			
Fumes	X					Smelling	X				
Gases	X					Driving		X			