



## **JOB DESCRIPTION**

**Director of Programs, Transform Finance**

**New York City**

### **Are You Ready to Help Transform Finance?**

In three years Transform Finance has become a reference point for all who explore the interplay of finance and social change – activists, community leaders, investors, and foundations. We are now ready to grow our team and are looking for a committed Director of Programs to help us fulfill our mission!

## **WHO WE ARE**

Transform Finance is a field-building nonprofit organization working at the intersection of capital and real, transformative social change via a social justice approach rooted in communities. We support the efforts of activists and investors to turn capital into a tool for real, transformative social change. Founded in 2013 and based in New York with a presence in California, Transform Finance operates internationally through multiple program areas at the juncture of capital and social change.

We advocate for a transformative approach to finance that is non extractive, deeply engaged with communities, and thoughtful about the power dynamics of financial and philanthropic capital.

We convene the Transform Finance Investor Network, a community of practice of asset owners, fund managers, and other field players who seek to deploy capital consistently with the transformative finance principles.

We support all stakeholders through thought leadership and tool building by deeply analyzing the implications of investments, setting standards for impact, and advancing investment tools and approaches that benefit communities.

We train community leaders, social change practitioners, and other players to reclaim finance as a tool in an activist toolbox.

We push the field of impact investing to fulfill its promise.

## **WHO WE ARE LOOKING FOR**

The Director of Programs is a new, key leadership position with significant management, planning, and communication responsibilities. The Director of Programs will work closely with the Executive Director on all aspects of organizational strategy, operations and management. We seek a thoughtful and energetic leader committed to social justice values, interested in finance, and motivated by the idea of growing a cutting edge organization.

Working in a small and dynamic environment, the Director of Programs will bring passion to our growth efforts by building organizational systems, taking charge of programmatic activities, and overseeing day to day operations in a fast-paced, exciting work environment.

## **WHAT YOU'LL BE DOING**

We are a small and very active nonprofit organization ready to formalize our activities and grow our contributions to the space of social justice and finance. As in many start-up environments, the work will be varied. Most of it will be intellectually stimulating. Much of it will be uniquely exciting. Some of it will not be glamorous. All of it will be for a great cause.

Specifically, we expect the Director of Programs to take ownership and leadership in the following areas:

- grow the Transform Finance Investor Network and deepen its offerings
- lead the organization's educational efforts, such as the Transform Finance Institute for Social Justice Leaders, and creatively establish new educational outreach opportunities, as well as oversee the work of the Institutes
- support the Executive Director's thought leadership in this space through public speaking and advocacy and contribute to the overall conversation on the future of impact investing
- foster initiatives to develop standards to ensure positive outcomes for impact investments
- assist in developing the strategy for the organization's growing advisory practice
- strengthen the fundraising process
- help grow and manage the team and expand the reach of the organization
- establish deep relationships with other field players, both in the activist community and among investors and foundations

## QUALIFICATIONS

- A demonstrated commitment to the values of social justice and a deep affinity for the values of the organization
- An interest, and ideally some level of expertise, in the field of finance
- The ability to deliver under pressure and on deadline with varying degrees of oversight
- The ability to relate to very diverse set of actors in a supportive manner and to perform impeccably in a variety of settings, from investor boardrooms to the front lines of activism, combined with outstanding judgment and discretion
- Creative thinking, intellectual curiosity and acumen
- Thoroughness combined with the ability to self-start, self-manage, and deliver

Transform Finance is committed to living by its principles and seeks to provide opportunities for individuals who have historically been excluded from the realms of finance and nonprofit leadership. While the ideal candidate will have at least four years of experience in nonprofit or organizational management, finance, consulting, or journalism, we will help the right individual grow into the position and take on progressively more responsibility based on demonstrated capacity to perform.

Work products you may have led:

- convenings and conferences (10-100 attendees)
- reports to governments or foundations or ecosystem maps
- learning meetings or speaker series management, from attendees to sponsors
- strategic planning processes
- fundraising programs and donor relations to support nonprofits

Or maybe none of this is you and you come from another background. We are keen to hear what you have to say.

TO APPLY: Please submit to [info@transformfinance.org](mailto:info@transformfinance.org) an expression of interest accompanied by your CV, two references (ideally from the impact investing or social justice/social change space), and any additional materials that you believe support your application. No phone calls please.

Deadline: July 6, 2016.