



**JOB DESCRIPTION: Program Manager, Community and Social Justice Partnerships**  
New York City

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

## **WHO WE ARE**

Transform Finance is a field-building nonprofit organization working at the intersection of capital and social justice. Founded in 2013 and based in New York City, we operate internationally through multiple program areas.

We envision a world where capital is a tool for the advancement of real, transformative social change. Through thought leadership, trainings, convenings, and the Transform Finance Investor Network, we support all stakeholders, from community leaders and activists to investors and entrepreneurs, who are exploring a more just vision for the deployment of capital and seeking to redefine who wins and who loses in the economy.

## **OUR PROGRAMS**

- The Transform Finance Institute for Social Justice Leaders supports social justice leaders and activists in exploring how capital intersects with their work and how to use it as a tool to advance social change agendas, from climate justice to immigrant rights
- The Transform Finance Investor Network is a community of practice for asset owners and managers exploring how to align their capital in accordance with social justice and the transformative finance principles. Launched at the White House in 2014, the Network now represents over \$2 billion in assets explicitly exploring this alignment
- Our advisory services help foundations, family offices and other investors navigating the alignment of their investments with a social change strategy, from defining an impact thesis to crafting investment policy statements and identifying pipelines of transformative investable opportunities
- Our thought leadership work centers on webinars and briefings at the forefront of finance and social change and cover topics such as the intersection of renewable energy and human rights, alternative deal and ownership structures, and community-centered governance models for investments

## WHO WE ARE LOOKING FOR

The Program Manager is a new, key programmatic position with significant content building, organizing, planning, and communication responsibilities. It's a fit for someone who loves to build relationships with other organizations, develop trainings, coordinate events, and generate programmatic activities that help communities reshape and reclaim finance. We seek a thoughtful and energetic leader committed to social justice values, interested in finance, and motivated by the challenge of growing a small and quirky, yet well-respected organization. The Program Manager will work closely with the Executive Director on all aspects of the organization's community facing work.

As Program Manager you will have ownership of the following areas:

- Be the reference point for Transform Finance among partner organizations and foster deep relationships with the activist community
- Lead the organization's educational efforts, such as the Transform Finance Institute for Social Justice Leaders, by designing its programs and curricula
- Develop and implement an annual plan of training opportunities and engagements with communities
- Support the work of community-based groups, including via advisory services, writings, and webinars
- Explore opportunities to deepen the intersection of the community-facing work of Transform Finance with the investor-facing work
- Research community-centered investment models and areas of innovation in the field

## QUALIFICATIONS

- Demonstrated commitment to the values of social justice and deep affinity for the mission of the organization
- Strong background in organizing or in building membership-based organizations
- Familiarity with or interest in finance, especially insofar as it affects communities
- Ability to facilitate multi-stakeholder meetings and conduct trainings with diverse groups
- Experience in organizing convenings and small group events
- Resourcefulness, thoroughness, and the ability to deliver under pressure with varying degrees of oversight
- Ability to relate to very diverse actors in a supportive manner and to be effective in a variety of settings, from investor boardrooms to the front lines of activism, including the ability to carry messages across different audiences
- Creative thinking and intellectual curiosity. Strong research skills and written and oral communication
- Based in or willing to relocate to NYC. Bay Area may be considered

Work products you may have led:

- convenings and conferences (10-100 attendees)
- curriculum design and delivery
- skills-building and organizing to grow the capacity of a network or membership organization

Transform Finance is committed to living by its principles and seeks to provide growth 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.

Or maybe you come from a completely different background – we are still keen to hear what you have to say.

## COMPENSATION

In line with salary levels of young nonprofits, the salary range is \$57,500 to \$67,500, commensurate with experience. The position includes insurance, benefits, and flexible time-off.

## HOW 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, community organizing, or social justice/social change space), and any additional materials that you believe will support your application. Applications close October 22 and will be accepted on a rolling basis.

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[www.transformfinance.org](http://www.transformfinance.org)

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