RISE Memphis, Inc. Position Announcement – June 2023

RISE is an Equal Opportunity Employer

Job Title/Department: Program Coordinator/Goal Card Program
Location: 1355 Lynnfield St., Suite 101 Memphis, TN 38119
Status/Recruitment: Part-time, NonExempt/Internal and External/Approx. 20 hours per week
Closing Date: Open until filled
Salary/Hourly Range: $16-$17 per hour

How to Apply: Submit a cover letter, resume and three (3) professional references via email at humanresources@risememphis.org. Please note “Part-Time Program Coordinator- Goal Card” in the subject line. Only qualified applicants need apply. Staff will acknowledge receipt of your documents via email. RISE is an equal opportunity employer.

Organization
A partnership between the Community Foundation of Greater Memphis, the Memphis Housing Authority and the United Way of the Mid-South led to the creation of RISE in October 1999. With its original mission to help public housing residents achieve financial independence, RISE served 48 families and helped them create assets of $83,000.

Since that time, RISE has provided over 1000 families with financial information that has assisted them with purchasing their first large assets, encouraged over 425 youth to excel in school each year, improved the money management skills of over 4,000 area employees, and brought together more than 130 organizations to address predatory lending practices and educate citizens about ways to avoid costly alternative lending traps. To date, RISE’s work has created over $11 million in assets in the City of Memphis. RISE has helped its participants to eliminate $2.6 million in non-mortgage debt. Simply put, RISE empowers people to stand on their own feet financially and have long-term financial sustainability. For more information, please visit www.risememphis.org.

Position:
RISE Memphis, a local nonprofit with a mission to empower people of Memphis and Shelby County to build and sustain human and financial assets, has an opening for a part-time Program Coordinator. The Program Coordinator will coordinate aspects of the “Goal Card” youth incentive program, currently serving youth who live in underserved communities. Essential functions include, but are not limited to, recruiting youth program participants and adult coaches (mentors), assessing the social/academic needs of program participants, “coaching” youth to help ensure academic success, facilitating services, tracking/monitoring program outcomes for evaluation purposes and completing other tasks as assigned.

Applicants must possess an Associate degree in social/human service, counseling, education or a related field. Requirements include at least one year of experience working in youth programs (preferably at-risk youth). Working knowledge of Microsoft Office suite and the ability to master other Windows-based computer software applications required. Applicants must have the ability to establish and maintain program files in an orderly manner. Strong written and verbal communication skills are necessary. Applicants must demonstrate the ability to relate to at-risk youth.

The work schedule requires some evening and occasional weekend hours. Applicants will be required to travel locally and must have a valid driver’s license, daily access to an operable automobile with State mandated automobile insurance.
RISE Memphis, Inc. is a 501(c)(3) organization that seeks to improve the community by providing financial literacy tools and incentives to help families build assets and make better financial choices. Since its inception in 1999, RISE has empowered people to become financially self-sufficient by building and sustaining human and financial assets. It is our vision to transform the financial well-being of low-income working people, thereby improving the community.

To that end, RISE has an opening for a full-time development/fundraising coordinator to:

1. Identify, define and acquire funding resources available to the organization.
2. Design and implement, in concert with the President/CEO and Director of Development, a comprehensive fund development program and appropriate marketing strategies.
3. Aggressively seek new corporate, foundation, religious and individual funding sources.
4. Establish and maintain relationships with current, past and potential donors. Represent organization in meetings with potential funding sources as necessary.
5. Actively work with board members to engage them in major gift cultivation, solicitation and stewardship efforts.
6. Maintain ongoing contact with RSE staff regarding programs and plans.
7. Maintain donor databases and fundraising software. Monitor donor information and provide statistical data for donor giving. Develop statistical reports as requested. Draft appropriate thank-you letters for donations in a timely manner.
8. Assist with managing special fundraising events (i.e., annual gala, golf tournament, quarterly socials, etc.
9. Performs other responsibilities and activities that may change or be assigned at any time with or without notice.