WHO WE ARE

SaverLife (formerly EARN) is a nonprofit on a mission — to inspire, inform, and reward the millions of Americans who need help saving money. Through engaging technologies and strategic partnerships, we give working people the methods and motivation to take control of their financial future.

As a purpose-driven nonprofit, SaverLife is uniquely positioned to lead systemic change. Through our engaging SaverLife platform, we provide prizes, rewards, expert resources, gamification, and other effective strategies that are proven to incentivize saving and spur new behavior. Through our integrated network of employers, financial institutions, nonprofits, and advocacy groups we advance aspirational savings programs, analytic insights, and policy initiatives dedicated to a more equitable America.

ABOUT THE IMPACT MANAGER ROLE

Reporting to the Chief Impact Officer (CIO) you will help lead SaverLife’s critical, day-to-day operational and executive work to drive our success and increase our impact. Your support will allow our CIO to work better, faster, and with more insight across the entire organization including Product (consumer and B2B), Marketing, Finance & Accounting, Legal & Compliance, Policy, Development, and Business Intelligence. You will:

**Project Management Support (50%)**
- Work directly with the CIO to manage and drive critical initiatives across the business.
- Design and implement key operational processes across the organization, ensuring full alignment and accountability.
- Prepare for and run key team and company-wide strategic planning and ad-hoc strategy discussions.
- Assist the CIO in prioritizing and meeting commitments in support of direct reports’ success and accountability.
- Collaborate with department leads to develop, track, and target quarterly team-wide success metrics and operations reviews.
- Manage all planning sessions, check-ins, and review meetings alongside the CIO.

**Analysis, Reporting and Special Projects (50%)**
- Research and prepare business plans, financial models and analysis as requested.
- Directly own and manage one-time special projects as assigned by the CIO.
- Work with the CIO to prepare data-driven updates and reports for the CEO.

**WHO YOU ARE**

- You are a detail-oriented project management rock star who enjoys using your skills in a resourceful, fast-paced, and impactful manner.
- You thrive when you’re able to combine analytic, strategic, and creative thinking to solve problems across multiple complex initiatives – simultaneously.
- You are known for applying business acumen and data modeling to drive operational improvement in a collaborative environment with minimal structure.
- Through your excellent verbal, written, and interpersonal communication skills you naturally, and continuously, build support for key initiatives.
- Fellow team members are in awe of your ability to lead through influence and model best practices for individual, team and cross-functional success.

**WHAT YOU BRING**

- Bachelor’s degree required; MBA preferred.
- 5+ years’ demonstrated success in operational and strategy execution as a Chief of Staff, Founder, or in an Operations/Strategy Executive role.
- Proven experience successfully managing large scale cross functional projects required, project management certification preferred.
- Intermediate to Advanced Excel and fluency with Google Suite required.
- Management experience a plus.
- Experience in a startup, fintech, or fast-growing company a plus.

**OUR OFFER AND COMMITMENT**

The salary and benefits package for this position is competitive.

SaverLife is an equal opportunity employer. We evaluate qualified applicants without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability, veteran status, age, and other legally protected characteristics.

**JOB LOCATION**

SaverLife is located in San Francisco but is currently operating virtually.

**YOUR NEXT STEP**

If this opportunity sounds like it’s for you, please submit a cover letter and resume to jobs@saverlife.org by June 11, 2021. If you are not sure if this opportunity is for you, are simply curious, or know someone who would be perfect, please email us.