



Position Announcement for Project Manager

Location: Must be a Texas resident.

Work remotely from anywhere in Texas.

Occasional travel (up to 20%) to meetings and events.

Start Date: ASAP

RAISE Texas is a 501(c)(3) statewide coalition of diverse organizations and individuals, united around the common goal of building financial security for low- and moderate-income Texans. Our vision for building financial security starts with understanding the reality that too many Texans work hard every day to provide for their families but are burdened by student loan and medical debt, predatory lenders and systems that don't fit their needs. We acknowledge the pervasive systemic racism that has exacerbated the racial wealth divide and left families to struggle financially. Within this framework, RAISE Texas focuses on providing tools, resources and support to help Texans overcome the many barriers to becoming financially resilient, while also addressing the systems and policies that keep Texans from getting ahead, building assets and achieving economic mobility.

About the Role

The ideal candidate will be a skilled communicator, problem solver and project manager with experience working in nonprofits or small to medium start-up environments. This role is ideal for someone who is proactive, highly motivated, detail oriented, meticulous and eager to build strong working relationships across the state and country, while enjoying the flexibility of a remote working environment. The ideal candidate also has relevant lived experiences that provide a compelling context for this work.

RESPONSIBILITIES

Essential Functions

- Manage projects to advance financial security and wealth building in Texas
- Research best practices and strategies and identify steps to implement
- Draft and edit communications, grant applications and reports
- Organize and attend coalition and community meetings and convenings
- Collaborate with nonprofits, community groups and stakeholders
- Represent RAISE Texas to coalition members, stakeholders and funders

Project Management

- Work with partners to develop, test and scale programs to build financial security
- Successfully operationalize innovative programs
- Design, develop and drive project plans, closely monitoring outcomes
- Track progress and deadlines on multiple projects and drive work to completion

Administrative Support

- Monitor internal and external follow-ups and deadlines
- Monitor multiple email accounts for inquiries and identify appropriate next steps

- Serve as the primary coordinator and contact for meetings and events, including coordinating presenters, managing notetaking, and tracking follow-ups for action items and outstanding tasks
- Provide logistics and technical support for webinars, meetings and events
- Manage scheduling, registration, and invoicing for online and in-person events

Requirements

- Exceptional project management and organizational skills
- Ability to work effectively with and gain the respect and support of a variety of partners from a wide array of backgrounds and political perspectives
- Effective writing skills with proven ability to create detailed reports and engaging communications
- Excellent presentation and verbal communication skills
- Strong attention to details
- Outstanding research and analytical skills
- Proficient in advanced use of Google Workspace, Forms, Office, Excel and Zoom
- Personal qualities of integrity, credibility and a passion for our mission
- Demonstrated commitment to social, racial and economic justice

Preferred Skills

- Experience volunteering or working with asset-building programs, including volunteer income tax assistance (VITA), individual development accounts, children's savings accounts, financial coaching or counseling, savings initiatives, or similar types of programs is strongly preferred
- LBSW, LCSW or LMSW is highly desirable but not required
- Accredited Financial Counselor (AFC) is a plus

Compensation & Benefits

- Salary range is \$50k to \$65k per year, commensurate with experience
- Flexible schedule and remote work about 80% of the time
- Travel (mostly in-state) is expected up to 20% of the time
- Stipend available for monthly health insurance premium
- Generous retirement matching available in 403(b)
- Paid time off plus all federal holidays and December 24 through January 1
- Must be a Texas resident and work remotely from Texas
- RAISE Texas is an Equal Opportunity Employer. People of color, women, LGBTQ+, and people with disabilities are encouraged to apply.

Please email a cover letter, resume and 2-3 references with email, phone number and a brief description of how they are familiar with your work to resumes@raisetexas.org. In your cover letter, please share why you are interested in our work to advance equitable policies and programs that foster financial security and economic mobility for low and moderate income Texans.