



# NRC WORKS Program Director

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We are looking for a WORKS Program Director to join our team at the Neighborhood Resource Center.

**Location:** Richmond, Virginia

**Job Type:** Full time

**Application Deadline:** February 9, 2024, but applications will be accepted until a candidate has been selected.

## About the job

We are seeking an experienced and passionate WORKS Program Director to join our team. The ideal candidate will be responsible for program management and sustainability, staff management, program partnerships, and tracking community impact. As a WORKS Program Director at The Neighborhood Resource Center, you will play a key role in ensuring that our members are able to reach their dreams through financial asset-building. This is an in-person position with some local area travel in an area with inadequate public transit, so regular use of a motor vehicle for transportation is required.

## About the organization

The Neighborhood Resource Center is a 501(c)3 non-profit educational, cultural and nutrition center in Richmond, Virginia's east end. We pride ourselves on our mission to build relationships, share resources, and develop skills to enhance lives in Greater Fulton and East Henrico County. Our success is driven by our ability to listen to community needs and our talented and dedicated team of professionals who work together to achieve our goals.

## Role and responsibilities

The role's primary focus will be to provide overall management and growth of NRC WORKS towards sustainability and meeting neighborhood/member needs. The WORKS Program Director will serve as a financial coach, providing one-to-one coaching to help our members achieve their financial goals. They will provide direct supervision of program staff, interns, and volunteers to include recruitment, interviewing, training, and evaluation. Program staff currently includes one full time staff member, but as the program grows more staff will be added. They will oversee and ensure the effective utilization of the NRC Works' primary outcomes tracking system (Salesforce).

## On a typical week

A typical week for the WORKS Program Director involves meeting with members of the WORKS program for one-to-one financial coaching sessions, leading a workshop, meeting with the WORKS team to talk through outcomes data and discuss individual member coaching progress, and a one-to-one check-in with each direct report. As a small team, we collaborate across program areas and the WORKS Program Director would participate in weekly or bi-weekly leadership team meetings. Lunch breaks are encouraged and most staff choose to take a one hour lunch break each day. The WORKS Program Director would use

Salesforce on a daily basis to enter information and to generate reports. They would also use Google Workspace, including Google Chat and Google Meet on an almost daily basis.

## About you

You are a relationship-builder and are able to connect with the community and build alliances among a wide range of players in the area. You work well with diverse or marginalized populations; can bring in allies across diverse communities. You model and inspire accountability and inspire and motivate others to take action and meet goals. You have strong project management skills and stay on top of multiple projects and deadlines. You have a commitment to social justice and racial equity. You have issue familiarity, including prior knowledge of or experience in financial topics. You have a coach and learning mentality, using coaching, training, and feedback to develop others and support problem-solving. As a manager, you exercise authority without dominance, approaching leadership with a mindset of “power with” rather than “power over” and regularly includes others in planning and decision-making.

## We offer

\$65,000 annual salary

100% employer premium paid health insurance, including dental, medical, and vision. Two weeks of PTO available each year, 10 paid holidays, and additional paid staff wellness days offered throughout the year. Employer-paid professional development opportunities are available annually.

## How to apply

If you are a dynamic and proactive WORKS Program Director looking to contribute to our organization’s success, we’d love to hear from you. Please submit your resume and a cover letter detailing your qualifications and how you can contribute to our team’s success. Visit our posting on Indeed or our “Jobs at NRC” page on our website to apply.

## About the application process

We are eager to fill this position with the right candidate quickly. Resume and cover letters are reviewed as they are received and first round interviews are scheduled. First round interviews are held via Google Meet with video cameras active. Second round interviews will be in-person at the Neighborhood Resource Center.

Any questions? Ask Breanne Armbrust, Executive Director, [jobs@nrccafe.org](mailto:jobs@nrccafe.org), 804-864-5797.

The Neighborhood Resource Center is an equal opportunity employer committed to diversity and equity in the workplace. We strongly encourage those who reflect the communities we serve to apply, including individuals with disabilities and/or people of color.

**Neighborhood Resource Center | 1519 Williamsburg Rd. Richmond VA 23231**

**[nrccafe.org](http://nrccafe.org) | 804-864-5797**