

## **Director, Community Building**

**Full Time – Chicago, IL**

Date Posted: February 1, 2010

### **About the Center for Economic Progress (CEP)**

CEP helps hard-working, low-income families move from financial uncertainty to financial security. Local in service but national in voice, we achieve our mission in three ways: we provide trusted [tax and financial counseling](#), giving Illinois families the tools to make sound choices; we [lead a national coalition](#) of organizations that promote economic progress for low-wage workers and their families; and, we [advance policies and practices](#) to create a financial system that works for all. CEP is the parent organization of the National Community Tax Coalition (NCTC) which works to create a more accessible and equitable tax and financial system for American workers.

### **About the National Community Tax Coalition (NCTC)**

The [National Community Tax Coalition](#), one of the nation's largest community-based coalitions working for economic justice, is a network of 500 plus organizations that provides critical, on-the-ground financial services for working families and serves as a leading voice in Washington, DC for low-wage workers and their families. We achieve our mission by: building a movement to dramatically increase access to tax credits and benefits and asset-building opportunities; serving as a unified voice on tax policies and practices that impact our constituents; and improving the effectiveness, impact, and capacity of our affiliates.

### **POSITION DESCRIPTION**

The Community Building Director will lead the technical assistance and educational programming efforts for the NCTC membership with a specific focus on community-based tax preparation and asset-building services to enhance the lives of low-income working individuals and families. The Director will be charged with advancing the organization's position as a premier provider of education and training in these disciplines. The selected candidate will assess the professional and program development needs of the NCTC membership and determine the appropriate program delivery formats to meet these needs. S/he will oversee a team that develops the educational programming content and executes the logistics for related events. The director will manage existing and create new training programs, conferences and events, web seminars, and other educational forums. .

The Director oversees the Center's national field building portfolio, including training, technical assistance, and the development of strategic alliances that assist in the development, expansion, and sustainability of the NCTC's community based affiliates. The Director identifies best practices and innovative ideas, develops standardized practices and systems for the field, and advances strategies that promote economic inclusion and financial security for low-wage workers and their families. S/he will oversee the implementation of initiatives that cultivate national partnerships designed to strengthen the capacity of the NCTC network.

## **POSITION QUALIFICATIONS**

- A minimum of three years of experience providing comprehensive educational and training programs to nonprofit organizations, their staff, and/or volunteers, preferably in the field of community-tax preparation and/or asset building.
- Demonstrated success leading outcome-oriented teams, committees, or working groups
- Demonstrated ability to identify opportunities, develop strategic partnerships, and negotiate creative win/win solutions
- Ability to make decisions in a changing environment, operating on both tactical and strategic levels
- Excellent written and verbal communication skills; proven ability to engage and motivate others
- Supervisory experience required, with a proven ability to lead, mentor, and manage others
- Proven expertise in taking initiative, and building and maintaining strong rapport and positive relationships with diverse constituencies
- Ability to work outside standard work hours and to travel nationally; a current driver's license is required
- Commitment to the mission and values of the Center for Economic Progress and the National Community Tax Coalition
- Advanced degree preferred.

## **COMPENSATION**

This is a full-time position, located in Chicago, Illinois, with an annual salary range of \$58,000 - \$63,000 and an attractive benefits package.

## **TO APPLY**

Submit a cover letter and resume by February 12, 2010 to:  
Jacci Christopher, Manager Human Resources and Training  
29 E. Madison, Suite 900, Chicago, IL 60602  
E-mail: [jobs@economicprogress.org](mailto:jobs@economicprogress.org) or Fax: (312) 630-0275

**\*\*\*\*NO TELEPHONE INQUIRES\*\*\*\***

The Center for Economic Progress is an Equal Opportunity Employer which values a culturally diverse workplace and welcomes persons with disabilities. For more information, visit our website at: [www.economicprogress.org](http://www.economicprogress.org) or the Coalition at [www.tax-coalition.org](http://www.tax-coalition.org).