

POSITION ANNOUNCEMENT
PROGRAM MANAGER
Building Economic Security in Mississippi
The Insight Center for Community Economic Development

Based out of Jackson, Mississippi, the Program Manager will be the primary leader and technical assistance provider for the *Building Economic Security in Mississippi Project*.

Project Background

This position will focus on the Insight Center's Building Economic Security for All whose goal is to identify and close the gap between what people need to cover their costs in today's economy, and what they have. The project seeks to increase the number of people able to cover their day-to-day needs *and* develop savings and assets in the long-term. The Insight Center is one of four leaders that, in 1997, launched the Family Economic Self-Sufficiency Project: an innovative, nation-wide effort to gain support for proven practices to help working families reach economic security using more realistic benchmarks of economic need. As part of this effort, the Insight Center is working with local organizations in Mississippi, including the [Enterprise Corporation of the Delta's Mississippi Economic Policy Center](#) and [Children's Defense Fund's Southern Regional Office](#), to create a diverse, statewide coalition of stakeholders dedicated to the economic stability of all Mississippians. Over the past two years, we have been providing new data, tools, training materials, messages, and policy and programmatic consultation to help local leaders redefine the concept of poverty by using a localized, cost-of-living index for various family configurations, called the *Self-Sufficiency Standard* (the Standard). The [Self-Sufficiency Standard](#) calculates how much any given family needs to cover their most basic expenses. For more information and reports related to this project, see www.insightcced.org/communities/besa/besa-ms.html.

Organizational Approach

The Insight Center uses a team-based approach. The Program Manager will work with an internal team including the Director of Building Economic Security for All, a Program Manager, and Development Director as needed. The Program Manager will also work very closely with external partners and consultants to the project. S/he will report to the Program Director, but will have autonomy and work as an integral part of the overall project team.

Profile of the Successful Candidate

The successful candidate will be a systems thinker with a passion for Insight Center's mission, comfortable with interacting with diverse people, the organizational ability and temperament to manage multiple tasks simultaneously, and the willingness and ability to pay attention to detail.

Principal Responsibilities

- Work with current local partners and build new strategic partners to develop a coalition dedicated to building economic security in Mississippi
- Analyze state and local economic security policies and provide support for advocacy efforts, bolstered by the Self-Sufficiency Standard
- Identify needs of Mississippi project partners and provide technical assistance and capacity building assistance
- Coordinate a strategic planning process, with the help of an expert strategic planning consultant
- Produce collateral materials, as needed
- Develop and conduct trainings with local partners, based on current best practices in helping communities achieve economic security in comparable states
- Assist local partners in integrating the Self-Sufficiency Standard and economic security framework into their on-going work
- Develop into a public spokesperson on this issue and present at meetings and conferences

- Staff, help organize and facilitate project Advisory Committee
- Contribute to the overall Economic Security Initiative Team (including furthering its mission, assisting with fund development, and supporting related projects including Early Care and Education (ECE), as needed)

Qualifications, Skills and Attributes

- Excellent coalition building, relationship building, and community organizing skills
- Excellent research, writing and oral presentation skills
- Proven capacity to build strong organizational partnerships across sectors and diverse populations
- Demonstrated capacity to conduct trainings and facilitate meetings with external stakeholders
- Demonstrated experience in policy development and advocacy
- Experience in strategic planning processes a plus
- Knowledge or experience in economic security a plus
- Knowledge or experience in Early Care and Education work a plus
- Fund development experience a plus
- Excellent attention to detail, follow-through, and organizational skills
- Self-directed
- Comfortable with contemporary office software
- Willingness to travel
- A team player
- A passion for policy and systems change to benefit low-income persons and communities

Interested candidates should submit a cover letter and resume via email to hr@Insightcced.org or by mail to The Insight Center for Community Economic Development, Attn: Human Resources, 2201 Broadway, Suite 815, Oakland, CA 94612 or by fax to 510-251-2660. **Application deadline is July 19, 2010** or until position is filled. No phone calls please.

Organizational Overview

Founded in 1969, the Insight Center for Community Economic Development (Insight Center) is a national research, consulting, and legal organization dedicated to helping vulnerable people and communities become, and remain, economically secure.

The Insight Center's programmatic areas are:

Building Economic Security for All

- Creating programs and policies that accurately measure, and ultimately, build economic security for families, elders, and the communities in which they live.

Workforce Development

- Promoting an industry-focused approach to connecting vulnerable populations to the workforce

Early Care and Education

- Helping to create a system that provides every child with access to high-quality, affordable, early care and education.

Savings, Wealth and Assets

- Building programs that enable people and communities to acquire, accumulate, and preserve financial and educational assets

Legal Services

- Supporting attorneys engaged in community economic development and integrating legal analysis, strategies and assistance in all areas of work

For additional information on Insight's mission, vision and programs, visit our website at www.insightcced.org.

The Insight Center for Community Economic Development is an equal opportunity employer with a strong commitment to the affirmative hiring of women, people of color and the disabled.