Now Hiring!

Special Projects Director
Beneficial State Foundation

About Beneficial State Foundation and Our Mission
Beneficial State Foundation is a 501(c)3 nonprofit that works to advance financial justice and impactful systemic change in our communities and in the financial services industry. The foundation is the founding investor of Beneficial State Bank, a triple-bottom-line Community Development Financial Institution and a leader in mission-driven, values-aligned banking.

Role at a glance
- Conduct programmatic research and present it to the Executive Team
- Provide project support to members of the Executive Team
- Collaborate with various internal and external partners to ensure our efforts are aligned with our strategic intent
- Help Executive Director coordinate communications between staff and board

Position Overview
This unique role supports the Executive Team in project management and general organizational support. This position is responsible for leading special initiatives and projects that are strategically important to the organization. This position will also take the lead in conducting research and developing plans for new mission-aligned programmatic areas, as well as presenting these plans to the executive team.

Primary Duties and Responsibilities
- Special Projects (75%)
  - Function as a thought partner for the Executive Team members.
  - Lead the research, planning, execution, and monitoring of special projects as assigned by the Executive Team, ensuring they are delivered on time, within scope, and on budget.
  - Ensure successful adoption of new technologies, protocols, and frameworks within the organization.
  - Collaborate with department managers and the Executive Team to align projects with the organization's strategic objectives, identifying key deliverables and milestones.
  - Assist in preparing materials needed for meetings and presentations.
Research and draft business models for potential new social impact banking programs. Prepare and deliver reports to the Board of Directors ahead of scheduled board meetings.

Ensure staff and board receive appropriate and timely communications drafted in a manner consistent with our values.

Executive Support (25%)

Provide project and administrative support to the Executive Team with tasks such as audit preparation, performance reviews, and other tasks as assigned.

Coordinate and collaborate across various teams, including the Administrative, Finance, Programmatic, and Executive teams.

Make recommendations and prepare briefs for the Executive Director (and Executive Team as needed) on critical strategic and fundraising meetings.

Attend key meetings as needed with or in place of the Executive Director and other Executive Team members and ensure timely and effective follow-up of meeting deliverables.

Assist in planning staff gatherings.

Provide general administrative support to the Executive Team.

Qualifications

We are passionate about developing a diverse and inclusive workforce. If you are excited about this role but do not meet every qualification or have every key skill listed below, we urge you to apply. Transferable skills are any skills gained through education, volunteering, work experience (including the military), or life experience that are relevant to this position.

Education/Experience

- Bachelor's Degree or equivalent experience in Nonprofit Administration, Business, Project Management, or a related field is preferred.
- 3 years of verifiable experience of successfully initiating, launching, and evaluating projects.
- 3 years of experience, or a strong interest in supporting senior leaders.

Minimum Requirements

- Ability to think strategically, align projects with organizational goals, and make decisions that contribute to overall organizational success.
- Ability to manage internal and external partners in alignment with our organizational values.
- Ability to develop and deliver engaging presentations to external partners.
- Comfortable representing the organization at high level meetings.
- A high degree of proficiency with Word, PowerPoint, Excel, and Google Drive.
- An understanding of nonprofit structure.
- Humility and humor.
- A commitment to creating social impact in general and BSF’s mission in particular.
- A commitment to BSF’s mission to advance racial justice in and through the banking system.
Commitment to contributing to social, economic, and racial justice progress.
Interest in contributing to and living out Beneficial State Foundation’s Core Values.
To perform this job successfully, an individual should be comfortable working remotely and have a strong comfort with collaborative technologies and experience working with various platforms and tools including Microsoft Suite / Microsoft 365, Google Suite, Slack, Basecamp, and Zoom.

**Supervisory Responsibilities**
No supervisory responsibilities.

**Travel:**
Up to 10% of out of state travel

**Compensation**
We recognize that negotiation can lead to pay inequality in an organization, so we have adopted a no negotiation policy. We use a compensation formula to set base pay by job level and we have two geographic zones that determine base salary by employee location. Depending on where you reside, the annual starting salary range for this role is either $132,829 – 199,243 or, $116,889 – 175,334.

**Benefits**
Beneficial State Foundation offers:
- Medical, Dental, & Vision benefits (employee and dependent coverage)
- 401(k) (eligibility after 3 months) through Fidelity with 6% employer matching contribution
- Half-day Fridays support work and life balance
- Vacation time (17 days for 0-5 years of service and 22 days after 5 years of service), sick time (15 days) and floating holidays (2 days) that start accruing immediately upon hire
- Office holiday schedule includes 20 paid holidays inclusive of a full week office closure in July and at the end of the calendar year
- 32 hours a year of paid time off for volunteering, activism, community care and mutual aid
- 24 hours paid time off for employee-directed professional development
- Remote work monthly work stipend of $280
- Opportunities for engagement and support through activities such as book club, peer coaching groups, affinity groups (in pilot stage), active Slack channels for personal connection and other ad hoc fun stuff
- Education reimbursement up to $1,500 annually for degree programs. Up to $500 of this total can be used for qualifying continuing education (seminars, conferences, etc.)
- Access to significant education discounts through e Cornell
- Employee Assistance Program through Optum Live and Work Well
- Stand alone mental health support through Impact Suite available at no cost to the employee
**Work Environment**
All staff work remotely in the United States. All staff are currently working from home. We provide staff with support for remote work, including a monthly stipend, expense reimbursement, ergonomic assessment resources, etc.

**Physical Demands**
Standard demands for office/desk jobs. Reasonable accommodations will be made to enable qualified individuals with disabilities to perform essential functions of this role.

The above job description is not intended to be an all-inclusive list of duties and standards of the position. The supervisor may assign other duties that are related to this role. Management reserves the right to change the description of this position at any time according to business needs.

**Diversity, Equity and Inclusion**
Beneficial State Foundation has a strong commitment to social justice and racial equity. We invite candidates of all identities and lived experiences to apply for this position.

We acknowledge the extensive history of racism, injustice, and oppression in the United States. We acknowledge the systemic marginalization of Black people, Indigenous people and all people of color. We acknowledge that inequity is woven into the financial services industry. Just as it manifested in condemned historical practices such as redlining, it continues in many forms today.

We are dedicated to recognizing and continuously addressing how our biases show up. We intentionally work to foster a culture of inclusion where everyone is a valued member of our teams and treated with empathy, respect, and dignity. We commit to supporting today and each day to dismantle systemic racism. We commit to hearing feedback when our actions fall short of our intentions. And we firmly believe that in order to build a more just world, we must dismantle white supremacy.

**How to Apply**
Application review will begin on, Monday, July 15, 2024 with phone interviews to follow. We strongly encourage interested applicants to apply by July 15, 2024 but we'll consider applications on a rolling basis until the position is filled. Our target start date for this position is August 1, 2024.

Please submit a resume and answer our application questions through our [job application form](#). More information about our team can be found [on our website](#).

A cover letter is not required. Applications without responses to the required application questions and skills assessment will not be considered. If there is anything we can do to accommodate you to participate fully in the application or interview process, please let us know.
Beneficial State Foundation provides equal employment opportunities to all employees and applicants in all company facilities without regard to race, color, religious creed, sex, national origin, ancestry, citizenship status, pregnancy, childbirth, physical disability, mental and/or intellectual disability, age, military status or status as a Vietnam-era or special disabled veteran, marital status, registered domestic partner or civil union status, gender (including sex stereotyping and gender identity or expression), medical condition (including, but not limited to, cancer related or HIV/AIDS related), genetic information, or sexual orientation in accordance with applicable federal, state and local laws. We value the benefit of a diverse workforce which includes neurodiversity. If you have a neurodiverse or other condition that would help you apply for and fulfill the duties of this position, we would be happy to support you where possible. Please let us know as you apply to this post.