



**URBAN LEAGUE**  
GREATER SOUTHWESTERN OHIO

***Director of Financial Empowerment***  
***Position Description***

## Director of Financial Empowerment

*Full-time position*

**Location:** located at 31 S. Main Street, Dayton, OH 45402 (Miami Valley Urban League)

**Reports to:** This role reports to the Executive Director

**Manages:** This role manages 5

**Department:** Financial Empowerment

### **Position Overview:**

The Director of Financial Empowerment has operational and service delivery responsibility for all recruiting and programmatic programming efforts supporting the League's workforce development initiatives. Reporting to the Executive Director of the Miami Valley Urban League, this role will implement the strategic direction for financial empowerment programs, including leading the SOAR and EMERGE teams and fostering long-term business partnerships for growth. A successful candidate must know industry standards and best practices to execute our programs for our participants. The individual must be resourceful, communicative, and results-driven.

### ***What You'll Do:***

- Oversee and implement workforce development programs that align with organizational goals.
- Manage day-to-day operations of workforce programming, ensuring efficiency and impact.
- Oversee job fairs, career readiness workshops, and training programs for participants.
- Build and maintain relationships with employers, training providers, and community partners to expand workforce opportunities.
- Manage budget management and assist in monitoring program expenditures to align with funding requirements.
- Utilize Microsoft Office and CRM systems to track participant progress, manage data, and generate reports.
- Prepare and submit grant reports to ensure compliance with funding requirements.
- Assist in marketing workforce programs by working with the communications team to enhance visibility and outreach.
- Develop and implement strategies to recruit and retain program participants.
- Provide leadership and supervision to the workforce staff, ensuring team effectiveness and professional growth.
- Analyze program outcomes and use data-driven insights to improve workforce services.
- Perform other duties as assigned.

***What You'll Need:***

- 5+ years of experience in workforce development, program management, or a related field.
- Experience managing workforce programs, job training initiatives, or employment services.
- Strong project management skills, including handling multiple tasks efficiently.
- Proficiency in Microsoft Office Suite (Excel, Word, PowerPoint, Outlook) and CRM software for data tracking and reporting.
- Knowledge of data management, analysis, and grant reporting to ensure program success and compliance.
- Strong written and verbal communication skills with the ability to engage effectively with diverse stakeholders.
- Ability to build relationships with businesses, workforce partners, and community organizations.
- Experience working with diverse populations, including individuals facing employment barriers.
- Passion for workforce development and a commitment to advancing economic opportunities in the community.

**Working environment:**

This is a full-time, in-person position located in Dayton, OH at the Miami Valley Urban League (MVUL) 31 S. Main Street, Dayton, Ohio 45402. This position requires regular sitting or standing for long periods at a computer; frequent bending, twisting, stooping, and crouching while working at a desk; filing and record handling; regular use of both hands/arms in reaching, handling, grasping, and keyboarding while using a variety of office equipment; frequent use of a telephone and computer to communicate with coworkers and the public; regular standing to use a variety of office equipment; occasionally will lift and carry items up to 30 pounds; regularly communicate in oral and written form with coworkers and with the general public, constant reading, and interpretation of documents.

**Salary information:**

Actual compensation is based on factors such as the candidate's skills, qualifications, and experience.