



**URBAN LEAGUE**  
GREATER SOUTHWESTERN OHIO

***Financial Empowerment Program Manager***  
***Position Description***

## Financial Empowerment Program Manager (MVUL)

*Full-time position*

**Location:** located at 31 S. Main Street, Dayton, Ohio 45402

**Reports to:** This role reports to the Director of Financial Empowerment

**Manages:** This role manages 1-2.

### **Position Overview:**

We are seeking a motivated and strategic financial professional to lead our Financial Empowerment Program in the Dayton market. As the Financial Empowerment Program Manager, you will be responsible for the development, execution, and management of financial literacy and education programming at the Miami Valley Urban League. Reporting to the Director of Financial Empowerment, you will oversee day-to-day operations, community engagement, and program growth, ensuring sustainability and impact.

This role involves planning financial education initiatives, building partnerships with corporate sponsors, managing financial coaching services, and overseeing key programmatic elements such as the VITA program and CRM reporting. The ideal candidate will have a deep understanding of personal finance, a passion for financial empowerment, and experience in coaching, training, and program leadership.

### **About the Program – Financial Education and Literacy**

The Miami Valley Urban League supports low to moderate-income families in boosting earnings, reducing expenses, and making informed financial decisions that lead to asset building. Through a holistic and integrated service model, we provide financial coaching, credit counseling, and financial literacy workshops to help individuals and families achieve economic self-sufficiency and long-term financial stability.

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

- Develop and implement financial literacy and education programming, including workshops, events, coaching material, and strategic initiatives, ensuring alignment with our mission.
- Manage and oversee program budgets to ensure effective allocation of resources.
- Recruit and coordinate facilitators for workshops, including training and material preparation.
- Increase awareness of financial programming to enhance community participation and achieve program outcomes.
- Oversee the VITA program, ensuring successful execution and community impact.

- Develop and maintain program procedures, manuals, policies, and systems to ensure operational efficiency.
- Build relationships with program funders, corporate sponsors, financial institutions, community organizations, and other stakeholders.
- Manage and utilize CRM systems to track participant engagement, program impact, and financial coaching outcomes.
- Prepare and submit grant reports to ensure compliance with funder requirements and effectively utilize program data to drive decision-making and program enhancements.

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

- Minimum of 5 years of experience in the financial sector (banking, lending, insurance, investments, or financial education).
- Expert-level personal finance knowledge, including budgeting, credit building, asset accumulation, and wealth-building strategies.
- A Certified Credit Counselor credential is highly preferred.
- Experience in training facilitation, both one-on-one financial coaching and group-based financial education workshops.
- Previous experience working with diverse, low-to-moderate-income populations in a culturally sensitive manner.
- Proficiency in Microsoft Office Suite, CRM systems, and social media platforms to support program operations and reporting.
- Knowledge of public benefits and community financial resources.
- Strong written and verbal communication skills, including proposal writing, data reporting, and public speaking.
- Demonstrated organizational and leadership skills with the ability to manage multiple projects simultaneously.
- Ability to work flexible hours, including some evenings and weekends, to accommodate program needs.
- Innovative mindset to develop solutions that address the evolving financial needs of the community.

**Work 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.