



**FINANCIAL
EMPOWERMENT
NETWORK**

Training & Education Manager

Reports to: Executive Director

Location: Remote, Washington State. The primary duties of this job will be done remotely and require access to a reliable internet connection. Some in-state travel will be required for workshops, meetings, and conferences.

Classification: Full-time, Exempt (35 hours/week)

Compensation: \$67,000 - \$75,000 per year, depending on experience

Benefits: The Financial Empowerment Network provides employees with a generous number of paid holidays as well as paid time off to balance work and life. Additionally, FEN provides monthly health insurance premium reimbursement, a telecommunications stipend, and a generous 401(k) match.

About FEN

The Financial Empowerment Network (FEN) is a nonprofit 501(c)3 dedicated to the financial wellbeing of all Washingtonians. We envision communities where low- and moderate-income individuals and families can achieve financial well-being. We advance financial empowerment through partnerships that support access to affordable, effective, and relevant services, products, and other resources. Our core values are Respect & Dignity, Collaboration, Continuous Learning, Integrity & Trust.

Job Summary

The Training & Education Manager is an exciting opportunity for a collaborative educator with vision and passion for improving the financial wellbeing of all Washingtonians. They will work closely with the Executive Director and our small team to provide workshops, training, and technical assistance to partner organizations across the state, including nonprofit and community-based organizations, government agencies, and financial institutions.

The ideal candidate will have demonstrated experience educating adult learners in both small and large groups, and both in-person and using virtual platforms. They will have the skills necessary to provide program development support to partner organizations: translate client needs, identify potential program improvements, and collaboratively co-create integrated solutions. They will be collaborative, enjoy handling many tasks at one time, and have strong attention to detail. Additionally, this candidate should have an orientation towards economic justice and the coaching approach to financial wellbeing.

Responsibilities

The Training & Education Manager is responsible for ensuring that we provide relevant, timely, high-quality training and technical assistance to our network of providers. They will also ensure that we are effectively meeting our goals for training impact, as well as all our contractual obligations. Tasks may include:

- Providing continuing education workshops on a variety of financial wellness topics both by and for our network partners
- Facilitation of the ongoing communities of practice; currently including the WA financial coaching network, with others potentially added later
- Offer training and technical assistance support to community partners who are designing and implementing financial education and financial coaching projects
- Promoting the ongoing identification of, coordination with, and support to network leads/chairs, advisory groups, and steering committees, specifically the Trainer's Task Force and Financial Coaching Network steering committee with others potentially added later
- Helping to build and strengthen relationships with other nonprofit organizations, government officials, and financial institutions in collaboration with the Executive Director
- Exploration of a new Learning Management System (LMS) geared toward staff at community-based organizations and financial institutions, specifically the development of content and coordination with the existing platform
- Provide support to planning the annual Bank On WA forum and smaller Bank On WA events throughout the year
- Representing FEN at a variety of community events, venues, meetings, and conferences
- Grant writing and reporting to funders on training & education activities
- Other duties as assigned; FEN is a small organization and this position may evolve, and specific duties may change

Required Qualifications

FEN recognizes the value of experiences and knowledge gained outside of formal higher education and paid employment. We believe that a diversity of professional and life experiences can lead to a well-rounded team. Applicants who do not meet all of the qualifications listed below but present other relevant qualifications or experience will be considered. Applicants of non-dominant cultures are welcome and encouraged to apply.

- Commitment to the vision, mission and values of the Financial Empowerment Network
- Commitment to advancing racial equity and social justice in how we conduct our work, and creating and maintaining a safe, equitable, and inclusive environment

- Familiarity with adult education principles and demonstrated experience with interactive training facilitation, adult education, public speaking, UX, and/or curriculum development
- Strong cross-cultural communication skills and the demonstrated ability to work effectively in collaboration with diverse groups of people
- Professional and/or lived/personal experience with communities with barriers to opportunities, such as those experiencing poverty, people who are unhoused, people with disabilities, people who have experienced trauma, people who have been incarcerated, people with limited English abilities, or people who are immigrants or refugees
- Demonstrated orientation towards empowerment and coaching; ability to suspend personal judgment and operate from a place of curiosity and compassion
- Strong time management and prioritization skills; has the ability to manage multiple projects simultaneously with attention to timelines, details, and competing needs
- Willing to contribute new ideas, listen to feedback, and identify opportunity for continual improvement
- Intermediate to advanced fluency with Microsoft Office suite (Word, Excel, PowerPoint, Outlook, and Teams), and data management/CRM programs, as well as various event management and conference technology tools (i.e., Zoom, Teams)
- Reliable transportation to travel from home to potential work sites throughout the Puget Sound Region, and infrequently throughout the state
- Reside in Washington state and have reliable internet connection

Preferred Qualifications

- Understanding of personal finance topics is helpful, but not required. Training can be provided for an ideal candidate who does not have content expertise

Physical Requirements

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform essential functions.

- Use hands to finger, handle, or feel, including keyboarding and mouse use
- Speak and hear
- Specific vision abilities include close vision, distance vision, ability to adjust focus
- Occasionally required to sit, stand, walk, climb, balance, stoop, kneel, crouch, crawl and reach
- Occasionally lift and/or move 30 pounds

Commitment to Diversity, Equity, Inclusion and Belonging

The Financial Empowerment Network is an equal opportunity employer, and all applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability status, protected veteran status, or any other characteristics protected by law.

FEN is committed to building a team that represents and supports a variety of backgrounds, perspectives, lived experiences, and skills. We value diversity and are continuously working to ensure an inclusive environment for all our employees, volunteers, and community partners.

To Apply

Please email a resume and letter of interest to jennifer@fenwa.org. This position will remain posted until it is filled, and review of applicants will happen on a rolling basis. Preference for those who apply by September 3rd.