



June 8, 2009

**EMPLOYMENT OPPORTUNITY:
DC EITC Campaign Coordinator**

Capital Area Asset Builders (CAAB), a nonprofit organization founded in 1997 to help low- to moderate-income individuals improve their financial management skills, increase their savings, and build wealth, is hiring a full-time staff member to manage the DC Earned Income Tax Credit (DC EITC) Campaign—a citywide initiative that educates low-income residents about tax benefits, sponsors free tax preparation services, and provides opportunities for low-income filers to increase their income and savings throughout the year. During the 2009 filing season, 6,500 low-income residents filed tax returns at DC EITC Campaign tax sites and claimed more than \$8 million in total refunds. The Campaign relies heavily on the work of trained tax volunteers and community partners to advertise and host its free tax preparation services; last year, we trained and certified more than 600 volunteers to staff 10 tax sites in DC. The DC EITC Campaign Coordinator is responsible for overseeing and managing all aspects of this effort.

The details of this position are provided below. For more information on our programs and services, please visit www.caab.org, www.dceitc.org, and www.dcsaves.org.

Position: DC EITC Campaign Coordinator

Reports to: Executive Director

Compensation: mid-to-high 40s, plus a generous benefits package

PRIMARY RESPONSIBILITIES

Project Management

- Coordinating the work of several partners in planning and implementing the annual tax campaign.
- Creating and managing new partnerships with public, private, and nonprofit agencies in order to provide free tax preparation and other financial services to a greater number of eligible residents.
- Managing the work of the Campaign's volunteer coordinator and several consultants who assist with planning and implementation work.
- Serving as a member of the DC EITC Campaign operations committee, which establishes policies and procedures to govern the work of Campaign affiliates at tax sites.

- Working with CAAB's Executive Director to develop fundraising goals and priorities for the Campaign and provide input to grant proposals and reports.
- Creating and managing the Campaign budget.
- Documenting all measurable outcomes for the Campaign.

Communications

- Coordinating the production and broad dissemination of marketing materials for the DC EITC Campaign.
- Developing and managing content for the www.dceitc.org website.
- Developing and circulating job descriptions for paid positions with the Campaign; interviewing qualified candidates and negotiating employment agreements and contracts.
- Representing the DC EITC Campaign at meetings and events; occasional public speaking.

Other duties as may be assigned within the scope of work of this position.

REQUIRED SKILLS & EXPERIENCE

- Bachelor's degree and at least 4 years of relevant experience.
- Highly organized project manager with a general understanding of the tax system and some experience working with free tax preparation programs.
- Strong interpersonal communication skills; able to lead a diverse team of partners.
- Good problem solving skills.
- Able to multi-task efficiently, prioritize tasks on an ongoing basis, and work effectively under tight timelines.
- Experience with databases is desirable, including performing simple queries and generating reports, and familiarity with web-based content management systems or basic HTML coding.
- Familiarity with Washington, DC communities and nonprofit organizations is also strongly desired.

HOW TO APPLY

Send a letter of interest, resume and contact information for at least three professional references to the attention of Colleen Dailey, Executive Director, Capital Area Asset Builders at the address below. Applications should be submitted by postal mail or e-mail (preferred) to jobs@caab.org Applications will be considered on a rolling basis until the position is filled. **No phone calls, please.**