

POSITION: PROGRAM MANAGER, MMI SOCIAL JUSTICE AND GATEWAY FOUNDATION

LOCATION: Money Management Institute (MMI) and the Gateway Foundation Offices in New York City (midtown)

INDUSTRY: Financial Services, Investment Management

TYPE: Full-time position with full benefits

POSITION SUMMARY: Responsibilities include the development, coordination, and execution of programming and partnerships in support of MMI's social justice efforts and the mission of the Gateway to Leadership (Gateway) Foundation. The Gateway Foundation is a 501c3 organization administered by MMI.

MMI's social justice efforts engage the collective capabilities of its member firms to advance progress of diversity, equity, and inclusion. This work is further supported by the mission of the Gateway Foundation to help welcome, educate, and advance people of color throughout the financial services industry.

Gateway has three strategic campaigns including:

- financial literacy programs to help local community cohorts,
- industry awareness and preparation programs for university students/entry-level professionals, and
- performance and professional development programs for mid-career professionals.

PRIMARY RESPONSIBILITIES:

The Program Manager may perform a wide range of duties including the following:

Development

- Assist in the initiation and development of programming and partnerships to further strategic campaigns and other efforts in support of the Gateway mission and MMI social justice efforts.
- Cultivate and build relationships with member firms, outside partners, program participants, and donors.
- Build connectivity between programming, constituents, and member firms to promote recruiting and development opportunities for people of color in the financial services industry.
- Support the Foundation President with the Board of Trustees and implementation of initiatives.

Execution

- Execute the delivery of programs, projects, and activities in accordance with the Foundation's mission and MMI's social justice efforts.
- Manage an annual budget and operating plan to support the program.
- Work with senior leadership to develop and support funding initiatives to ensure continuous delivery of services.
- Where applicable, engage volunteers for appropriate program activities and, if necessary, establish volunteer guidelines.
- Communicate with donors as needed.

Assessment

- Help develop criteria for program evaluations.
- Develop processes to appropriately document, gather data, and analyze programming for progress.
- Assess and evaluate programming as needed to report to governance structures and donors.
- Communicate and update program and funding progress to multiple stakeholders.
- Collaborate with other MMI functions to ensure effective and efficient program delivery (e.g., Marketing, Finance, Events).
- Ensure that all financial records for the program are current and accessible to the Finance Manager and senior leadership and are in accordance with any applicable funding agreements.
- Identify and evaluate the risks associated with program activities and take appropriate action to mitigate risks as identified.

QUALIFICATIONS:

- Diversity, equity, and inclusion programming development and management
- Outstanding organization and management skills
- Strong verbal and written communication skills
- Ability to work in a highly collaborative, cross-departmental environment
- Client-facing experience and presentation skills
- Strong attention to quality and detail with ability to multi-task in a deadline-driven environment
- High degree of personal initiative and accountability

PREFERRED EDUCATION & EXPERIENCE:

- Bachelor's degree and 3-5 years in business management or communications preferred
- Diversity, equity, and inclusion expertise preferred
- Financial Services Industry experience preferred
- Skilled in Microsoft Word, PowerPoint, and Excel
- Basic knowledge of accounting practices to manage a department budget
- Tech-savvy and able to quickly learn new technology

COMPENSATION & BENEFITS PACKAGE:

- Compensation package consists of a base salary plus bonus award
- Compensation commensurate with 3-5 years of experience, skill set, and capabilities
- Full benefits package
- Paid vacation and holidays

COMPANY OVERVIEW:

MONEY MANAGEMENT INSTITUTE (MMI) - Established in 1997, MMI is the industry association representing financial services firms that provide financial advice and investment advisory solutions to investors. Through conferences, educational resources, and thought leadership, MMI facilitates peer-to-peer connections, fosters industry knowledge and professionalism, and supports the development of the next generation of industry leadership. MMI member firms are dedicated to helping individual and institutional investors, at every level of assets, plan for and fulfill their financial goals. Learn more [here](#).

GATEWAY FOUNDATION – A 501c3 administered by the Money Management Institute, the Gateway Foundation seeks to help welcome, educate and advance people of color throughout the financial services industry. Supported programming spans financial literacy programming for local community cohorts to career awareness and readiness for university students to professional development for mid-career professionals.

CONTACT

For further inquiries on this position and to submit a resume, please contact jobs@mminst.org

It is the policy of the Money Management Institute to provide for and promote equal employment opportunity in employment compensation and other terms and conditions of employment without discrimination based on age, race, creed, color, national origin, gender, sexual orientation, disability, marital status, Veteran status, genetic predisposition, or carrier status.