



## **Job Title: Regional Relationship Manager, Worcester Area**

**Location:** Remote

**Reports to:** Associate Director of Programs and Advocacy

**Type:** Part time (20 hours/week)

**Location:** Worcester, MA or surrounding area

**Compensation:** \$25/hour

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### **About Women's Money Matters**

At Women's Money Matters, we believe that financial wellness is a fundamental human right. Our mission is to build the financial wellness, confidence, and security of women and girls living on low incomes through a proven model that combines instructional workshops with personal, one-to-one coaching. By investing in women and girls, we aim to break cycles of poverty and empower our participants to take control of their financial futures.

### **Position Summary**

As our organization continues to grow, we are seeking a **part-time Regional Relationship Manager** to expand our programs in Worcester and Central Massachusetts. This role is essential to building strong community partnerships, coordinating local outreach and events, and ensuring the effective delivery of our financial wellness programs. The ideal candidate is a relationship-builder, self-starter, and strategic thinker passionate about empowering women and girls through financial education and resources.

### **Key Responsibilities**

#### **Partnership & Community Engagement**

- Cultivate and maintain relationships with local organizations, community partners, and volunteers.
- Identify opportunities for program growth and strategic collaborations.
- Represent Women's Money Matters at community events, networking opportunities, and public speaking engagements.

#### **Program Management & Support**

- Oversee day-to-day delivery of local programs, ensuring efficiency and alignment with organizational goals.
- Support in-person program logistics, including events, materials, and local volunteer coordination.
- Track program metrics and maintain accurate records in Salesforce.

### **Outreach & Marketing**

- Lead local outreach initiatives to increase visibility of programs and volunteer opportunities.
- Engage with community members across digital platforms to foster relationships and grow participation.
- Collaborate with marketing, communications, and fundraising teams to support program promotion and sustainability.

### **Administrative Responsibilities**

- Initiate partner invoices in a timely and organized manner.
- Contribute to quarterly goals focused on expanding program reach in Worcester and Central MA.
- Work a flexible schedule, including mornings, afternoons, evenings, and occasional weekends as program needs dictate.

### **Qualifications**

#### **Required:**

- 3–5 years of nonprofit experience, including partnership development and project management.
- Passion for financial empowerment for women and girls living on low incomes.
- Proven success in cultivating partnerships and managing strategic relationships.
- Strong leadership, organizational, and project management skills.
- Excellent verbal and written communication skills.
- Cultural awareness and sensitivity in working with diverse and underserved communities.
- Experience with Salesforce, G-Suite, Canva, and Zoom.
- Experience planning and executing successful in-person and virtual events.
- Reliable personal vehicle and ability to attend local events and partner meetings.
- Reside within commuting distance of Worcester/Central Massachusetts.
- Willingness to work flexible hours, including evenings and weekends.

#### **Preferred:**

- Ability to speak Spanish

### **Why Join Us?**

This role offers the opportunity to make a direct impact in the lives of women and girls in Worcester and Central Massachusetts. You'll be part of a passionate, growing organization where your efforts help expand access to financial wellness, build lasting community partnerships, and strengthen programs that create real opportunity for the communities we serve.



## **Working at Women's Money Matters**

We are a small, collaborative team that values trust, learning, and innovation. As a staff member, you'll have the opportunity to contribute to meaningful work while shaping internal systems and helping us grow sustainably. We offer:

- Flexible, remote work environment
- Generous paid time off and holidays
- Health, dental, and vision benefits
- Professional development opportunities

To apply, please click on the link to answer the qualifying questions and upload your cover letter and resume: <https://womensmoneymatters.tfaforms.net/5167587>