



Job Title: Associate Director of Programs

Location: Remote Position: This is a 100% remote position with no organizational office. Because the role involves cultivating and managing relationships with community partners and program stakeholders, the successful candidate should be based within reasonable proximity to Boston and able to travel locally for meetings, events, and other in-person engagements, including when opportunities arise on relatively short notice.

Reports to: Chief Program Officer

Type: Full Time (FTE)

Salary Range: \$70,000 - \$75,000 based on experience

Department: Programs

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

The Associate Director of Programs is an essential, hands-on programmatic leader responsible for driving the execution, impact, and growth of Women's Money Matters initiatives. Reporting directly to the Chief Program Officer, this individual will oversee program development and operational delivery, manage grant objectives and deliverables, cultivate strong community partnerships, and lead program staff.

Working closely with the Chief Program Officer, Program Managers, Regional Relationship Managers, and cross-functional teams, the Associate Director ensures that programs achieve high-quality outcomes, meet all funder commitments, and remain deeply aligned with community needs.

This is a strategic and operational leadership role. The successful candidate will be equally comfortable overseeing day-to-day program execution, monitoring and reporting on grant-funded deliverables, coaching staff, and maintaining strong external partnerships. The Associate Director will provide leadership, structure, and support to enable program staff to grow professionally and deliver maximum impact. While the primary focus is on program management, partner relations, and grant tracking, the Associate Director will also support selective coalition and advocacy efforts that align with systemic economic mobility for participants.



Key Responsibilities

Program Management & Strategy

- Oversee the day-to-day management and execution of Women's Money Matters programs, ensuring they are delivered efficiently and effectively.
- Partner with the Chief Program Officer to ensure programs meet the evolving needs of participants and contribute toward organizational reach goals.
- Identify and evaluate opportunities to expand program offerings, including new locations, strategic partnerships, and target demographics.
- Work closely with the Associate Director of Volunteer Partnerships to ensure programs are fully supported with the coaches and presenters necessary for successful workshop delivery.
- Track program outcomes, using data to inform program improvements and operational adjustments.

Grant Objectives, Monitoring & Reporting

- Lead the tracking, operational management, and fulfillment of all program-related grant objectives, milestones, and deliverables.
- Establish and maintain grant monitoring systems to ensure program participation, completion rates, and outcome metrics meet or exceed grant agreement targets.
- Collaborate closely with the Development team to provide accurate programmatic data, participant progress metrics, and qualitative updates for grant proposals, reports, and renewals.
- Ensure all grant-funded program activities comply with specific funder requirements, timelines, and reporting guidelines.

Partnership & Community Engagement

- Cultivate and maintain strong relationships with external partners, including non-profit organizations, government agencies, local funders, and community groups to support program delivery.
- Identify and pursue new partnership opportunities that enhance program reach and participant engagement.
- Negotiate and manage partnership agreements, ensuring deliverables and mutual expectations are clearly established and fulfilled.
- Serve as a key liaison and representative for Women's Money Matters at external meetings, community events, and public forums to communicate programmatic impact.

Team Leadership & Staff Development

- Supervise, mentor, and support Program Managers, Regional Relationship Managers, and assigned Program Support staff, providing guidance and professional development opportunities.
- Establish clear individual and team goals aligned with organizational objectives, conducting regular check-ins and performance reviews.

- Bring a genuine enthusiasm for developing people and helping staff build their skills, confidence, and leadership capacity.
- Foster a collaborative, inclusive, accountable, and positive team culture that encourages innovation and problem-solving.



Program Operations & Systems

- Oversee accurate and timely record-keeping and data entry within Salesforce CRM to support program tracking and reporting.
- Leverage Salesforce CRM tools to monitor key performance indicators, partner activity, and participant outcomes.
- Collaborate with communications and marketing teams to highlight participant success stories and ensure program achievements align with organizational messaging.
- Participate selectively in relevant coalitions and policy conversations to keep informed on key issues affecting economic mobility and ensure participant perspectives inform broader community efforts.

Qualifications

- 5+ years of progressively responsible nonprofit program management experience, with a demonstrated record of successful program execution.
- Proven track record in managing, monitoring, and reporting on grant deliverables, performance metrics, and funder commitments.
- Demonstrated experience supervising, coaching, training, and developing staff to build team capacity and achieve goals.
- Proven success cultivating and sustaining productive relationships with community partners, non-profits, or municipal agencies.
- Hands-on experience with Salesforce CRM or a similar CRM/database system for program tracking, data management, and reporting.
- Highly organized with strong planning, project management, and analytical skills.
- Excellent written, verbal, and interpersonal communication skills.
- Deep alignment with Women's Money Matters' mission to promote economic mobility and empower women and girls living on low incomes.

The Ideal Candidate

The ideal candidate is an experienced program leader who combines operational discipline with a passion for community impact and staff development. They are energized by executing high-quality programs, fulfilling grant commitments, and building trusting, collaborative relationships with community partners.

They bring strong organizational judgment, curiosity, initiative, and excellent follow-through. They are a thoughtful manager and collaborative colleague who recognizes that a strong program department is built on clear tracking systems, reliable grant execution, authentic partnerships, and a supportive team culture.

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