



CLASS TITLE | DIRECTOR OF THE OFFICE OF FINANCIAL EMPOWERMENT AND COMMUNITY WEALTH

PAY GRADE: EX-48 | www.cityoftulsa.org/pay

Class Code: 2108

Effective Date: 01/10/2024

PURPOSE OF THE CLASSIFICATION: Under general direction serves as the Director of the Office of Financial Empowerment (OFE) overseeing a citywide strategy to increase financial empowerment and resilience for the Tulsa community; exercises direct supervision over assigned staff; responsible for multiple subrecipient contracts with service provider partner agencies operating financial empowerment programming; and performs other related duties as assigned.

ESSENTIAL TASKS:

- Plans, directs, evaluates and supervises the OFE operations and staff
- Institutionalizes the work of the OFE and ensures sustainability through thoughtful analysis of the financial empowerment landscape, executing a strategic plan, and developing public and private resources
- Develops and launches financial empowerment programming, including coordinating existing financial empowerment programs under the umbrella of the OFE; ensures quality and fidelity to best practices
- Develops metrics of success and analyzes programmatic data to build a base of evidence of the impact of financial empowerment on the community
- Creates implementation plans, tracking systems, and evaluation frameworks for city-wide strategies, actions, and projects to ensure successful completion
- Serves as the city's recognized community expert on financial empowerment and participates in national networks to learn and share best practices from municipal financial empowerment experts and other subject matter experts
- Engages and builds relationships with a range of stakeholders including, but not limited to, internal city departments, non-profit organizations and social service providers, advocacy and policy organizations, partners in other levels of government, financial institutions, academia, and other relevant stakeholders as required
- Convenes stakeholders and partners from across sectors, including residents and those directly affected to understand common financial empowerment challenges and potential solutions, with particular emphasis on historically disadvantaged groups such as communities of color, immigrants, etc.
- Coordinates cross-functional project teams comprised of internal and external stakeholders to drive systems and policy change relating to the financial resiliency of Tulsans
- Provides regular status reports to City leadership, funders, residents, and community stakeholders on the progress of initiatives
- Makes recommendations to City leadership regarding system resource needs, budget development, federal/state/local funding opportunities, and funding proposals
- Reports to work on a regular and timely basis

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.

QUALIFICATIONS:

Training and Experience: Must meet the following criteria or an equivalent combination of training and experience per Personnel Policies and Procedures, Section 100:

- (a) Graduation from an accredited college or university with a bachelor's degree in coursework related to the requirements of this job description, graduate degree *preferred*; **and**,
- (b) Seven (7) years of professional experience relevant to the essential tasks listed in this job description; **including**,
- (c) Five (5) years in a supervisory role



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Knowledge, Abilities and Skills:

Knowledge of:

- Considerable knowledge of financial empowerment issues including banking, mainstream financial products, Community Reinvestment Act, financial counseling and coaching, community wealth building, and consumer financial protection
- Challenges facing unbanked and underbanked individuals
- Considerable knowledge of local, state and federal programs and funding streams that support people with low incomes
- Local government, regulatory environment, and political context

Ability to:

- Build strong relationships and network with the community, including community-based organizations, local governments, and financial institutions
- Communicate effectively both verbally and in writing

Skill in:

- Coalition management or multi-sector collaboration
- Public speaking and communications
- Extensive skill in grant writing and budget management

Physical Requirements: Physical requirements include arm and hand steadiness and finger dexterity enough to use a keyboard and telephone; occasional carrying up to 10 pounds; may be subject to walking, standing, sitting, and reaching; and vision, speech, and hearing sufficient to perform the essential tasks.

Licenses and Certificates: None required. Membership in related professional organizations *preferred*.

WORKING ENVIRONMENT: Working environment is primarily indoors in an office setting.

EEO Code: E-01

Group: Clerical and Administrative

Series: City Development