



JOB ANNOUNCEMENT

PROJECT DIRECTOR FOR NONPROFIT FINANCIAL MANAGEMENT TRAINING PROGRAM

Join CAPLAW as a project director and launch an exciting new national training and technical assistance program for Community Action Agencies (CAAs) focused on financial management and administrative governance topics.

CAPLAW is a nationally recognized, Boston-based provider of high-quality training, technical assistance, educational materials, and individual consultations for CAAs – a nationwide network of over 1,000 local organizations helping people move from poverty to self-sufficiency through services, such as Head Start, job training, and housing assistance; economic development activities, and advocacy.

Responsibilities

The project director will:

- Develop new tools and training materials;
- Collect and develop model/sample policies;
- Write articles for CAPLAW's publications;
- Coordinate and present in-person and online training sessions and webinars;
- Provide individualized consultations to CAAs;
- Supervise CAPLAW project staff, interns, and consultants who will assist and/or carry out these activities; and
- Perform other related duties as required.

This individual will report to the CAPLAW Deputy Director.

Qualifications:

- This position will be filled by an individual with at least a bachelor's degree, with a focus on accounting and/or financial and nonprofit management, at least 3 years' experience in managing training and technical assistance projects, as well as financial and administrative experience, in the Community Action or nonprofit grantee area.
- Knowledge of financial and administrative requirements and systems for government-funded grantees is required.
- The successful candidate will be very well organized, a self-starter with lots of new ideas, familiar with using and creating online training resources, and an excellent oral and written communicator.
- Some travel may be required.

Salary and Benefits:

Salary is commensurate with experience. Excellent benefits package.

To Apply:

Email cover letter and resume to hr@bostonacd.org with “CAPLAW Project Director” in the subject line.

Action for Boston Community Development, Inc.
Attn: HR Recruitment
178 Tremont Street
Boston, MA 02111

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