



Assistant Director

The Role in a Sentence

Reporting to the Executive Director, this position will play an integral role in strategic planning, oversight, and operations of the entire organization, with a focus on the program department.

Salary Range: \$50-\$55,000 annually

Role Overview

Strategic Partnership Development (30%)

- HFLA relies on strategic community partnerships to connect with communities in need of interest free loans. This role will identify new partners and foster relationships to spur an increase in loan applications, donations, and community education.
- Work with the community to develop new loan solutions that address evolving and pressing community needs.
- In conjunction with partners and appropriate staff, ensure that there is HFLA representation at community events and presentations.
- Track community resources and compile in an accessible tool to improve borrower referrals and connections to community resources.

Staff/Project Management (30%)

- Oversee special projects as they arise including, identifying opportunities in the community, developing a plan for execution, establish metrics and measurements and, coordinate and manage appropriate staff.
- Manage Program Team in the execution of the lending process, collections, and team development.

Events (15%)

HFLA will host a series of community conversations led by HFLA staff and community partners from across our service area and a large annual event.

- This role will help manage the advisory committee, assist with the logistics of event planning and outreach.
- This role will assist with event planning, attaining sponsorship, and executing a successful event.

General Management (15%)

- Staff Board committees as appropriate.
- Assist with daily operations of the office.

Fundraising (10%)

- Support organization's fundraising efforts through grant writing, individual fundraising, and/or acquiring event sponsorship.

Competencies - Knowledge, Skills, and Abilities:

Bachelor's degree in a related field; Min of three years experience in nonprofit management; Comfortable with various software programs and learning new ones; Excellent communications skills; Ability to present information effectively; Detail Oriented; Ability to organize and prioritize work; Excellent Interpersonal skills; Must be flexible in availability; Team Player; responsive to requests and able to meet deadlines.

Our Organization

Mission Statement

HFLA of Northeast Ohio provides interest free loans to promote the economic self-sufficiency and growth of Northeast Ohioans who are unable to access safe and fair lending resources.

Core Values

Tzedek, Tzedakah, and Tikkun Olam

We are dedicated to the Jewish values of justice, charity, and repairing the world.

Human Dignity

We strive to treat every individual with compassion and empathy for their unique situation.

Relationships

We embrace and cultivate relationships—with borrowers, donors, and community partners

Creativity

We aim to be agile and strategic in the face of evolving circumstances.

Sustainability

We take great responsibility to be effective stewards of a century-old loan fund.

Please email a resume or cover letter to: hr@interestfree.org.

Position open until filled.