

CRITERION INSTITUTE

Position Title: Program Manager

Goal start date: June 15, 2019

Location: Remote, U.S. Based preferred.

Organization Description:

Criterion Institute is the leading think tank focused on using finance as a tool for social change. We seek to broaden what matters in our economic decisions by expanding who has power and influence in the work of reinventing the economy. We work with social change-makers to demystify finance and equip them with the knowledge and skills to engage with and shift financial systems. We also work with financial actors, supporting them with tools and resources to better incorporate data on social issues, with close attention to gender patterns, into the structures, processes and analysis of their investment strategies. We are working towards a future where the power of our financial systems is widely used for social good.

Our work is informed by our values of grace, hospitality and the power of invitation. Culturally, Criterion Institute is a collaborative, inquisitive and fast-paced place to work. Team members might spend one day connecting with leaders of capital markets in Asia, and the next day facilitating a meeting of community organizers in Milwaukee. We work across a breadth of sectors, industries and geographies all focused on finance as a tool for social change.

The Criterion team works in a virtual office environment – from home offices or urban hubs. All Criterion staff members are provided with sufficient equipment to set up a home office and are expected to work collaboratively and independently.

Position Description:

Are you curious about exploring new possibilities between finance and social change? Do you have experience bringing new programs to life? If you answered yes to these questions, join us in this work!

Criterion Institute seeks a Program Manager with understanding of and experience with systems of finance to develop new and manage existing programs and projects. We are looking for a candidate with experience working globally, who thrives in engaging and translating information between diverse audiences including government agencies, investment managers, and community-based organizations. This is a high responsibility, fast-paced position that requires a creative thinker experiences in program development, project and relationship management, research, facilitation skills, and writing. This position will report to the Director of Programs and work closely with a growing team to help lead Criterion Institute.

Key Job Responsibilities

- Design new programs and manage current projects ensuring alignment to organizational goals and success of implementation
- Cultivate new and manage existing institutional relationships to ensure continued collaboration and lasting partnerships
- Engage team on project and program development and create space for collaboration and cross-learning
- Support innovation of new ideas, projects, content, and tools through each project that further the field of work

Qualifications:

- 4-6 years' experience in program development
- Planning and project managements skills, including the ability to anticipate tasks, set priorities, engage team members, meet deadlines and function smoothly under strict deadlines and shifting priorities
- Curiosity to investigate emerging ideas and transform them into research projects, programs, and communications pieces
- Knowledge of finance and impact investing and ability to connect and translate complex information to various audiences
- Experience in program monitoring, evaluating and learning; establishing metrics and measuring impact
- Understanding of government agencies and development agencies; experience working with government agencies globally preferred
- Experience in facilitating trainings and events with diverse stakeholders
- Thoughtful and deliberate commitment to social change and understanding of power dynamics and analysis; comfort with and attraction towards innovative approaches
- Ease in connecting with people and building relationships to move forward the work of the organization
- Team player who also works well independently
- Ease with technology and expert user knowledge of the Salesforce CRM platform, SharePoint, and Microsoft Office 365
- Clear ambition and eagerness to perform at a high level – willing to take on challenges and navigate through ambiguity to get to insights

This position requires domestic and international travel.

Salary:

The salary range for this position is estimated at \$65,000 - \$75,000 depending on experience and location of residence.

Benefits:

Benefits include opportunity to work remotely with flexibility; health coverage; and generous paid time off and paid holidays.

How to Apply:

Send resume and cover letter expressing your interest in our mission to info@critterioninstitute.org.

Inquiries without a cover letter that demonstrates a knowledge of our mission and a clear statement of how our mission aligns with your goals will not be considered.

Not the right fit? If you are interested in Criterion, however don't feel this position is the right fit, we encourage you to reach out and let us know what you are interested in about our organization as well as what you could offer to help us reach our goals. Send an email with this information to info@critterioninstitute.org

Criterion Institute is committed to diversity and to equal opportunity employment. Criterion Institute does not discriminate on the basis of race, creed, color, ethnicity, national origin, religion, sex, sexual orientation, gender identity and expression, age, height, weight, physical or mental ability (including HIV status), veteran status, military obligations, or marital status.

Updated: 4/10/2019