

## *Field and Recruitment Manager for the Trust and Invest Collaborative*

### **About us**

The Family Independence Initiative (FII) is a national organization of racially diverse individuals with a passion for social justice. Our mission is to accelerate social and economic mobility for individuals and families living with low incomes.

After working with thousands of families since our founding in 2001, at FII, we are certain people don't live in poverty because they are lazy, uneducated or mismanage money as stereotypes would indicate. Instead, the poverty cycle, which disproportionately impacts Black and Latinx communities, can be traced to well-intentioned but inadequate governmental and charitable policies and practices that rely on a traditional top-down approach. Our approach views low-income individuals and families from a position of strength, recognizing that they have the capacity and insight needed to make decisions for themselves and don't need outside saviors or solutions.

Our three-pronged strength-based approach includes:

1. Capital – direct cash investments
2. Choice – freedom for families to use the cash as they see fit
3. Community – a platform for people to build and strengthen their social networks

To execute our approach, we built UpTogether, a technology platform that transfers cash investments directly into families' bank accounts (or sends them a prepaid card if they prefer) and offers an interactive component for individuals to grow and strengthen their social networks, and support one another so they can move up together.

We have proven that fostering social networks, honoring self-determination, and matching people's efforts with unrestricted cash investments results in achieving significant progress toward social and economic mobility. Our focus now is on bringing this approach to philanthropic and government organizations throughout the country by encouraging the adoption of direct investment and the distribution of funds through our UpTogether platform.

### **At FII, we work towards these values:**

- **Impact:** We seek to bring our strength-based approach to the 50M+ people struggling with poverty and their communities in this country.
- **Leadership:** We value a culture where everyone is constantly learning and applying that learning to create solutions in partnership that can be tested and applied at scale.

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- **Partnership:** We invest in building partnerships of proactive communication and mutual trust within and outside of the organization.
  - **Equity:** We create a community that embraces racial and gender equity, diversity, and inclusion, and we support the efforts of others to build such communities.

### **The Position**

The Trust and Invest Collaborative (TIC) is an innovative partnership between the Family Independence Initiative (FII), the Massachusetts Department of Transitional Assistance (DTA), and the City of Boston (COB). We are conducting a randomized control trial to evaluate the effects of social and financial capital on families' economic mobility and well-being.

We are looking for a talented and enthusiastic person to develop, implement, and manage a virtual recruitment plan for the study (that may shift to in person pending COVID-19 social isolation orders) and to assist the Northeast Partnership Director with internal operations, including but not limited to, strategy, marketing, communications, and accurate data tracking for the study.

**You'd be a great match for this position if** you love developing and executing recruitment (and/or field) plans (even better if you have experience with virtual recruitment), translating and tracking strategy into clear processes. You have demonstrated success mobilizing individuals and families and elevating their voices as integral members of the team. You believe in the power of research to shift policy. You enjoy working independently in a team of people who are passionate and excited about our mission and value each member's personal experience as it informs their work.

This is a 100% remote position (applicants based in greater Boston will be prioritized). Solid internet connection and functional work environment required.

You will work directly with the Northeast Partnership Director (based in Boston), members of the Tech team, the Marketing & Communications Team, as well as the Family Evaluation Team and the Evaluators conducting the study (and based out of Harvard University).

### **Responsibilities**

- Develop a personal awareness of FII's values and approach, as well as an understanding and internalization of the basic study design and TIC messaging.
- In collaboration with the Evaluation Team and Partnership Director, develop and manage a recruitment and field plan to engage and recruit families living with low-incomes (up to 200% FPL) into the TIC study. [At this time the plan should be exclusively virtual due to COVID-19 with ongoing tracking of social isolation restrictions required and updating the plan accordingly upon approval from the Partnership Director.]



- Develop and maintain strong documentation processes, and clear protocols for tracking recruitment goals and progress, and ensure all TIC team members are following communication and tracking conventions.
- Partner with the Marketing & Communications Team to execute and measure digital recruitment tactics (if needed), including using social media, website and other digital platforms
- Establish and reach core study recruitment metrics, and adjust the plan in collaboration with the Partnership Director and TIC team as appropriate to meet goals.
- Develop and execute a communications plan in collaboration with the Partnership Director and VP of Marketing & Communications that uplifts and conveys both long-term vision and near-term goals of the TIC to families and other stakeholders.
- Organize and create a team environment that fosters communication and produces results.
- Design, organize, and lead virtual sessions to recruit and prepare families for participation in one of the randomized study groups.
- Manage the Family branch of the Evaluation Team and develop the role, if any, of past FII family partners in the recruitment and field plan.
- Leverage existing and build new relationships with community and faith organizations to recruit families into the study.
- Navigate and provide design and feature feedback on UpTogether's existing and future technology software as it relates to the study.
- Engage UpTogether Technical Support team as needed to support study participants using the platform.
- Provide regular (TBD) recruitment progress reports to the Partnership Director.
- Other duties and projects may be developed over time.

#### **Qualifications, Attributes & Skills**

- Interest in working in an organization that continuously evolves and changes, requiring flexibility and excitement for iteration.
- Deep commitment to ethical research, centering the voices, experiences, and agency of families living with low-incomes.
- Minimum 1 - 2 years experience in political field experience, community-organizing, recruitment and/or project management. Experience designing and implementing recruitment and/or campaign field plans strongly preferred..
- Excellent communication skills, responding to internal and external needs in a timely manner, as well as listening, being thoughtful in your response, and setting clear expectations and boundaries internally and externally.
- Comfortable interacting with a diverse group of stakeholders and the public and a passion for building relationships with people of different backgrounds, including having conversations aimed at addressing erroneous stereotypes about low-income people and people of color, and shifting how they address poverty.
- Ability to work independently **and** as a member of a team.

- Ability to self-manage and work remotely.
- Strong public speaking skills preferred.
- Ability to plan ahead, develop logistical plans, and meet deadlines and deliver on goals.
- Familiarity and comfort working on both administrative tasks (detail) and strategic planning (high-level).
- Familiarity and comfort working with data (numbers) and basic analytics.
- Demonstrated talent and good judgment in handling confidential information and challenging situations.
- Ability to motivate people to reach goals and keenly interested in learning from others.
- Ability to work to work evenings and weekends.
- Working knowledge of MS Office, familiarity with Google applications. Experience utilizing digital tools such as Facebook and Google ads for outreach and recruitment preferred.
- Deep belief and trust in the innate capabilities of low-income families and communities.

### **Compensation**

This is a full-time temporary ((1 - 3 years) position with a competitive benefits package, including medical, dental, and vision, 401(k), and vacation. Salary range is \$50,000-70,000.

### **Inclusion Statement**

At FII, we strive to create a community that embraces equity, diversity, and inclusion, and we support the efforts of others to build such communities. We are committed to an inclusive work environment and are intentional about seeking a diverse pool of candidates that represents the communities with which we work.

FII is committed to the principles of equal employment. We create a diverse work environment and do not discriminate on the basis of race, color, national origin, sex, gender identity, religion, sexual orientation, age, disability, parental status, veteran status, or any other protected status under applicable laws. We encourage individuals of all backgrounds to apply.

### **To Apply\***

To be considered for this exciting opportunity, please submit a resume and cover letter via email, with subject line "TIC Recruitment Manager" to Jessica Ridge [jtaubner@fii.org](mailto:jtaubner@fii.org) by Friday, September 18th, 2020. Your cover letter should outline how your work personal and/or work history will contribute to the mission of FII and TIC specifically.

*\*Applications submitted without a cover letter will not be considered.*