

FoodChange

Nutrition. Education. Financial Empowerment.

Job Announcement

Director, EITC Income Policy

FoodChange (formerly Community Food Resource Center) is dedicated to improving the lives of New Yorkers through nutrition, education and financial empowerment. Founded in 1980, the agency first focused exclusively on feeding New York's hungry children and adults. Over time, FoodChange expanded our services to address the underlying financial barriers that compel people to participate in these emergency meals programs. Our initiatives include increasing people's income and purchasing power through access to benefits and vocational skill-building. In further pursuit of our mission, today we aim to make nutrition and wholesome eating a daily reality for all New Yorkers.

We are seeking a Director, EITC to oversee all operational and technical aspects of the Earned Income Tax Credit (EITC) Program, including identifying free tax preparation sites, coordinating recruitment and staffing of consultants and volunteers, and collecting and analyzing tax data.

Essential duties and responsibilities include the following:

- Lead the program's consultants and volunteers in the delivery of high quality, free tax preparation and tax representation services for low income clients at multiple locations.
- Develop and implement project strategies for increasing the number of eligible New Yorkers who receive the EITC and free tax preparation.
- Identify optimal site locations throughout New York City to provide free tax preparation services.
- Negotiate leases and working agreements with landlords/partners for space to provide free tax preparation services.
- Oversee operational and technical activities at multiple free tax preparation locations throughout New York City.
- Work with the IRS and key partners on collection and dissemination of computer hardware/software for tax preparation services.
- Coordinate recruitment and staffing of consultants and volunteers at multiple tax preparation locations.
- Provide guidance to and ensure collaboration with other agency programs and external partners to promote and develop the program.
- Work closely with key partners, including the IRS, elected officials, government agencies, community organizations and advocacy groups.
- Maintain a high level of quality in all tax returns and other services as well as a high level of customer service and satisfaction for all project activities.
- Collect and organize tax data for IRS and internal purposes.
- Assess the impact of the campaign through data collection and analysis.
- Develop and implement strategies for future project expansion and improvement.

Qualifications:

Bachelor of Arts degree with a minimum of five years of management experience required. Graduate degree (business, finance or public policy) with management emphasis or equivalent experience preferred. Understanding of low-income tax preparation and/or related policy issues. Demonstrated commitment to issues affecting low-income communities. Proficient Microsoft Office software skills. Outstanding verbal and written communication skills. Ability to motivate and manage staff. Command of Spanish a plus.

Salary commensurate with experience and qualifications. We offer excellent benefits. E.O.E.

Please send a cover letter, and resume to:

**FoodChange-Human Resources
39 Broadway, 10th Floor
New York, New York 10006**

Or e-mail to: jobs@foodchange.org / fax to: (212) 616-4988

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