



Nutrition. Education. Financial Empowerment.

Job Announcement

**Assistant Director
Income Policy**

FoodChange's mission is to improve lives through nutrition, education and financial empowerment. Founded in 1980, FoodChange provides nutritious emergency meals to New York City's hungry children and adults. Our education programs improve the nutrition knowledge of low-income people of all ages and strive to make wholesome eating a daily reality for all New Yorkers. And we increase people's financial means by helping them access and secure federal income-support benefits and offering workforce development programs.

We are seeking an Assistant Director, Income Policy 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 three years of management experience preferred. 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-HR (Re: Asst. Dir., Income Policy)

39 Broadway, 10th Floor

New York, New York 10006

Or e-mail to: jobs@foodchange.org / fax to: (212) 616-4990

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