



THE FOUNTAIN FUND

Job Announcement: Site Director, Boston

Job Title: Site Director, Boston

Collaborating with: National Director of Client and Community Engagement, National Director of Economic Empowerment, Site Director – Philadelphia

Reporting to: Executive Director

Location: Boston

Compensation: Starting salary range: \$80-\$85,000

Full-Time: 100%, 40 hours per week

Benefits: Medical / Dental paid in full, vacation and sick leave, disability and life insurance, retirement plan

OVERVIEW OF THE FOUNTAIN FUND:

The Fountain Fund increases economic opportunities for formerly incarcerated people to improve their lives and remain in their communities. We provide low-interest loans and financial coaching, helping formerly incarcerated people build credit and achieve their self-determined goals. When our Client Partners (borrowers) accomplish their self-determined goals, their economic opportunities increase.

Since its inception in 2017, The Fountain Fund has extended more than 500 low-interest loans, a total of more than \$2.3M, to 450 formerly incarcerated people in Central Virginia, New Orleans, LA, and Philadelphia, PA. 80% of current loans are in good standing. 86% of our Client Partners have established or improved their credit scores. 97% report achieving their self-determined goals, and 100% report they are better able to support their families.

The Fountain Fund is expanding its lending into new geographic regions in partnership with regional and national organizations providing complementary reentry services. We currently have offices in Charlottesville, VA, Richmond, VA, New Orleans, LA and Philadelphia, PA. In 2024, we are launching our fifth site in Boston. This position will be responsible for establishing a thriving Fountain Fund presence there.

The Fountain Fund centers formerly incarcerated people in all aspects of the organization, including our staff, Board of Directors, and loan review committee.

Site Director, Boston Position:

The Site Director (SD) will work with a team that has extensive expertise lending to formerly incarcerated people, helping them build credit, and achieve their self-determined goals, and the SD will lead all aspects of Fountain Fund's launch in Boston. The SD will establish community partnerships for mutual referrals, support applicants in completing loan applications, connect Client Partners (borrowers) to additional community resources, and work closely with our leadership team in Charlottesville VA, to successfully expand The Fountain Fund footprint in Boston.



THE FOUNTAIN FUND

Job Announcement: Site Director, Boston

KEY RESPONSIBILITIES:

Client Partner Connections

- Being a leader in the local landscape of reentry services, establishing relationships and mutual referrals with other likeminded nonprofits
- Setting the applicants up for success by thoroughly reviewing and providing guidance to successfully complete all aspects of the loan process
- Facilitating loan closings and counseling Client Partners (borrowers) on policies and opportunities of The Fountain Fund - previous experience not necessary
- Maintaining contact with Client Partners to foster a positive relationship that promotes engagement and accountability
- Thinking holistically about the needs of our Client Partners and making connections with people and wrap around services that could be beneficial
- Together with the Lending team at National Headquarters, monitoring loan repayments and securing payments from Client Partners

Community Engagement

- Representing The Fountain Fund in the community and building positive relationships with established and potential community partners, funders, and client partners
- Ability to build relationships quickly and effectively and to motivate and engage a diverse group of stakeholders
- Facilitating a positive working relationship with our co-location partner(s) and managing our Boston office needs
- Maintaining social media presence for The Fountain Fund in Boston
- Balancing an independent leadership profile with effective reporting to Fountain Fund's leadership team in Charlottesville

Community Leadership

- Developing and managing our Local Advisory Board in Boston to provide support and guidance to The Fountain Fund locally
- Helping to establish local Loan Review Committee
- Participating in meetings with local funders and donors, in partnership with the ED
- Networking throughout the community with local leaders, funders, reentry and related organizations
- Establishing consistent presence and communication with stakeholders and donors via Boston newsletter
- Representing The Fountain Fund locally at partner and funder meetings, convenings, and conferences



THE FOUNTAIN FUND

Job Announcement: Site Director, Boston

WHAT WE'RE LOOKING FOR:

- Criminal justice involvement – you have experienced incarceration personally and can relate well to people who have been incarcerated
- Passion for The Fountain Fund's mission, interest in being involved in a growing and learning organization, and a commitment to the Boston community
- Creative, collaborative, entrepreneurial, and action-oriented with an eagerness to roll up one's sleeves and work hands-on to establish The Fountain Fund in Boston
- Known as a team player and someone that can get stuff done
- Ability to be direct and treat others with dignity and respect at all times
- Demonstrated experience developing effective working relationships with justice impacted individuals, partners, and other people, all with a team-building approach that puts others at ease, engenders trust, and is grounded in community needs
- Strong organizational skills, with the ability to lead and support multiple priorities with attention to detail and accountability
- Proficient in computer and writing skills (Microsoft Office, Google Suite)
- Excellent communication skills
- Strong work ethic and ability to work independently
- Ability to travel periodically

TO APPLY:

Interested applicants should **send a cover letter** describing why you are interested in this position and how your past experience would enable you to be successful and a **resume or list of prior work experiences and any training and certifications** to hireme@fountainfund.org. We will have rolling interviews until the position is filled with an outstanding team member.

The Fountain Fund is an equal opportunity employer, and all qualified applicants will receive consideration without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability, veteran status, or any other characteristic protected by law.