



Bank On Oklahoma Native Assets Coalition (ONAC) Manager Job Description

Background

As a part of Bank On, cities across the country have formed coalitions to expand banking access efforts; to date, at least three million people have opened bank accounts certified as meeting the [Bank On National Account Standards](#). The [Cities for Financial Empowerment Fund](#) (CFE Fund), leads the national Bank On initiative and the multi-city Fellowship Program. The Bank On Fellowship Program is a national initiative focused on building a multi-city cohort of successful Bank On managers, equipping them with the training, tools, and resources to make significant advancements in local banking access efforts and, at the same time, generating best practices for other coalitions around the country. Please refer to www.cfefund.org/bankon for more information about the national Bank On movement.

The Oklahoma Native Assets Coalition (ONAC) is an American Indian-led nonprofit with a mission to build and support a network of Native people who are dedicated to increasing self-sufficiency and prosperity in their communities through asset-building strategies. ONAC serves representatives of tribes and Native-led nonprofits by designing and implementing asset-building programs such as Children's Savings Accounts, family emergency savings accounts, financial literacy, and Voluntary Income Tax Assistance (VITA) programs.

As part of ONAC's programming, the coalition is starting a Native Bank On coalition.

ONAC administers four programs:

- 1). Children's Savings Accounts, CSAs** (opening and funding 754 CSAs to date, to help Native youth build a nest egg of savings; we have 21 tribal and Native nonprofit partners);
- 2). Grants for Native asset builders** (mini-grants and larger grants to fund various asset building programs; we have a grant administration system in place, provide technical assistance to grantees, and have awarded twenty-seven grants, \$126,200 total since 2014, to tribes and Native nonprofits in Oklahoma, Minnesota, Montana, Alaska, and North Carolina);
- 3). Professional development for Native asset builders and program building** (planning and hosting our annual conference; offering free technical assistance to our constituents as they design and implement asset building programs; submitting administrative policy guidance requests; conducting



evaluation of asset building programs; administering a national Native VITA/EITC network; and coordination of a Native Bank On coalition); and

4). Emergency Savings Accounts, ESAs (plans to fund 240 ESAs from 2018 to 2021. 240 additional ESAs were funded by December 2018).

Manager Position

The Bank On Manager will be a member of the Bank On Fellowship cohort with four other Fellows who will work collaboratively to provide leadership to the Bank On initiative to make significant advancement in local banking access efforts. The Manager will be responsible for reporting to and working with ONAC's Executive Director to realize the vision of the ONAC Bank On Coalition, overseeing day-to-day operations, and coordinating with the CFE Fund. The Manager will be a full-time employee of the Oklahoma Native Assets Coalition, Inc. The position will be a *two-year commitment*, with the expectation that the ONAC Bank On coalition will continue beyond the two-year fellowship, if funding is secured.

Key Job Responsibilities Include the Following:

- **COALITION MANAGEMENT:** In coordination with ONAC's Executive Director, cultivate new and existing relationships with local, regional, and national partners including tribal, city, county and state officials; banks and credit unions; community organizations; researchers and advocates; and banking regulators including the Federal Deposit Insurance Corporation, Federal Reserve Bank, Office of the Comptroller of the Currency, Department of the Treasury, and National Credit Union Administration. Develop and support a multi-sector Bank On Advisory Committee (if needed).
- **BANK ON NATIONAL ACCOUNT STANDARDS:** Work with financial institutions who do not yet offer nationally certified products that meet the [Bank On National Account Standards](#) to achieve certification.
- **PARTNERSHIP INTEGRATION:** Identify and cultivate opportunities to incorporate banking access into existing program infrastructure. Work with program partners to implement successful integrations. Lead meetings with senior staff within municipal agencies, tribes, Native-led nonprofits, financial institutions, and community-based organizations to develop and advance local coalition initiatives.
- **PROGRAM ADMINISTRATION:** Work with the ONAC Executive Director to design the Bank On Coalition strategy and to manage the Bank On program budget.



- DATA: Track, analyze and report data about Bank On activities.
- CONTENT EXPERTISE: Serve as a resource to the community around banking and financial empowerment issues.
- SUSTAINABILITY AND FUNDRAISING: Work with the ONAC Executive Director to identify and cultivate relationships with local funders and public funding source entities to seek ongoing public and private support to ensure program remains financially sustainable.
- MARKETING/MEDIA: Create an appropriate marketing and outreach strategy to reach unbanked local residents. Incorporate public service messages to encourage opening of safe and affordable accounts.
- TRAINING: Work with relevant partners to ensure awareness about and accessibility to certified banking products. Lead forums and manage external relationships to communicate the value and mission of program
- LEARNING COMMUNITY: Work with the CFE Fund to support the local Bank On program model and coordinate on the multi-city Fellowship cohort initiative. Actively participate in the Bank On Fellows learning community opportunities. Assist in reporting to the CFE Fund on Fellowship activities and program progress.
- COMPLEMENT BANKING ACCESS GOALS: Train program partners who will engage clients around financial education and banking access issues.
- TRAVEL: Some national and local travel, including mandatory training in Washington, D.C. from May 28-31, 2019.

Minimum Qualifications

Education

- Minimum of a Bachelors degree and 1-3 years of professional experience required.
- Masters degree preferred.

Experience

- Minimum of two years experience independently running a program or project preferred.
- Deep relationships/network with community, including financial institutions, Native-led nonprofits, tribal governments, and federal partners strongly preferred.
- Familiarity with Native asset building programming, banking, mainstream financial products, and the Community Reinvestment Act preferred.



- Familiarity with challenges facing unbanked/underbanked tribal citizens preferred.
- Strong background in community organizing, coalition management, or multi-sector collaboration preferred.
- Experience with public speaking and communications experience preferred.
- Experience in grant writing/budget management preferred.

Skills

- Advanced interpersonal and communication skills with the ability to work closely with a wide range of constituents, including comfort leading meetings with senior-level staff from tribal governments, state and federal governments, municipal agencies, financial institutions, funders, and community-based organizations required.
- Excellent written and presentation skills required.
- Compassion and understanding of the social issues/structures surrounding the complexities of being unbanked.

Automobile Insurance

- Maintain personal automobile insurance and provide ONAC with a copy of the insurance policy.

The deadline to apply for the position is April 23, 2019. To apply, please email your cover letter and resume to Christy Finsel, ONAC Executive Director, at cfinsel@oknativeassets.org.