

Job Title
Outcome Director

Salary
\$30-35

Full-time

Qualifications

- Successfully operationalizing innovative programs with tangible outcomes based on client need.
- Strong project management skills managing complex, multifaceted projects resulting in measurable successes and program growth.
- Proven experience in identifying, managing, developing, coaching, and retaining individuals and teams, empowering them to elevate their levels of responsibility, span-of-control and performance.
- Excellent verbal and written communication skills with exceptional attention to details
- Personal qualities of integrity, credibility, and a commitment to and passion for Newcap's mission
- Experience working with low-income individuals and families preferred.
- Evaluation of business proposals together with client financial and business status to assess viability and bankability of proposals; advises clients as appropriate.
- Advising clients in micro and small business management practices, methods, and techniques.
- Assisting clients with all facets of mortgage lending via our down payment assistance program.
- Working in tandem with both real estate and mortgage lending external professionals as well as building and fostering those relationships
- Providing advice and assistance in the establishment and maintenance of business and financial records and recordkeeping systems, in compliance with all relevant business, accounting, and taxation laws, regulations, guidelines, and standards.

Summary of the Role

The Outcome Director is responsible for the operational success of a team, ensuring seamless team management and development, program delivery, and quality control and evaluation. This position is responsible for ensuring accountability for agency goals and outcomes according to the strategic objectives of the organization and the requirements of assigned funding sources with a heavy emphasis on team management, development and establishing standards of performance across all lines of service.

This individual must demonstrate strong problem-solving skills, multi-task, effectively communicate with our internal and external customers, have the ability to professionally represent our agency, and have a sense of humor.

This role requires a strong background of working with entrepreneurs and would be entrepreneurs including all aspects of writing a business plan, understanding customer and market segments, and performing SWOT analysis.

This role requires a strong background of working with entrepreneurs and would be entrepreneurs including all aspects of writing a business plan, understanding customer and market segments, and performing SWOT analysis as well as working with home buyers to receive down payment assistance.

Newcap, Inc.

Green Bay and Northeastern Wisconsin (Potentially Marinette, Oconto, or Shawano)

Summary of the Organization

Newcap is a community action agency equipping low-income citizens with the tools and potential for achieving economic security. We are seeking to add a Homeowner Programs Administrative Assistant to

our growing team at Newcap where we are embracing a Whole Family Approach. Meeting families not where they are – but **where they dream**. The Whole Family Approach is a family-led strategy that provides adults and children with the tools they need to set and meet goals together as a family. This model uses a holistic approach partnering with the family to address their needs and make progress on their goals; this partnership increases the likelihood of long-term success for everyone involved. By using the WFA, family members work together to support each other's goals and achieve long-term change and stability. Every family brings strengths, and every family knows best what it needs. We support and cheer them on.

We use the Family-Centered Coaching approach at Newcap which means we recognize the complexity of people's lives. We continually strive to understand the impacts of institutional discrimination, the implicit bias within organizations and systems, and how those factors influence our work to develop and deliver services. We value humility and ask questions before assuming we know what's right for someone else. Flexibility and the ability to respond to changing conditions with questions and curiosity are key to how we coach and build trusted relationships with clients and each other. We respect each individual and work with them on their own defined goals – not on what we think is best for them.

This coaching method uses techniques from goal setting, motivational interviewing, and strength-based training to help coaches work with households to address the needs of the whole family, when and how they need support. Using a flexible approach helps coaches establish trust and rapport through a parent's progressive stages of change, FCC recognizes that families need different things at different times. Instead of focusing solely on setting goals, it allows coaches to address unique situations and life crises as they come up.

A coaching culture builds on individuals' strengths, we focus on what is working well and build from there, together. We strive for collaborative, transparent, relationships with everyone in our community. We recognize that our own individual experiences may be very different from others and we approach each person with respect. Embracing a coaching culture in our organization enables us to be more effective, create a larger impact, and facilitate long-term positive outcomes for the families and communities we serve.

You will not be bored with us! This individual must demonstrate verifiable leadership experience, strong problem-solving skills, have the ability to multi-task, effectively communicate with our participants, families, team members, and community partners. Must have the ability to professionally represent our agency, and have a sense of humor because while we take what we do seriously, we love to laugh at ourselves. Well, and each other.

Why Join Newcap?

Newcap, Inc. is a private non-profit Community Action Agency whose mission since 1965 is to move people from poverty to opportunities and economic security while enhancing community development. This means you not only make a living, but you get to do good too. If you have ever wanted to make a difference every day, this is the place for you.

Community Action changes people's lives, embodies the spirit of hope, improves communities, and makes America a better place to live. We care about the entire community, and we are dedicated to helping people help themselves and each other.

Baseline Core Competencies Required for Position

- **Decision Making-** Determine issue and circumstance, learn more and create solutions, analyzes the advantages and disadvantages of each option, make choice, communicate the choice, sometimes on the fly and be willing to pivot.
- **Authentic Listening-** Understands the will of a team and clarifies that will. Always listening with an open heart to what is being said and not said. Hear one's own inner voice with reflection and contemplation.
- **Communication (Upward/Downward/Sideways)-**
 - **Downward:** Appropriate transmission of information from higher to lower levels of the organization.
 - **Upward:** communication that travel from staff member to leader (This is necessary not only to determine if staff members have understood information sent downward but also to meet the ego needs of staff).
 - **Horizontal:** Enhance Coordination across departments and locations.
- **Accountability-** Being able to answer to the actions and decisions made by you and by those you lead and trust. It means having both the vision of a leader, and the resourcefulness to execute on it.

- **Emotionally Intelligent-** Ability to understand and manage your own emotions, and those of the people around you while understanding how your emotions and reactions affects those around you.
- **Critical Thinking-** Analyze available facts, evidence, observations, and arguments to form a judgement that is thoughtful taking into consideration the back end. There is time to rush/react and there is a time to reflect/resolve.
- **Foresight-** Use strategic intuition in thinking and behaviors. Use intuition based in the past, the present, and the future decision-making process.
- **Flexibility-** Modify their style or approach to leadership in response to uncertain or unpredictable circumstances. Adapt to changes as they come and revise plans to incorporate new innovations and overcome challenges, while still achieving their goals. Be flexible to staff needs and lives outside of the org.

Benefits:

You bring the skills, experience, and awesome attitude – what do we give back?

In addition to being part of a \$25 million (and growing) 10 county organization where over 97% of our 150+ staff say “we makes a substantive difference in our community,” We offer:

- Full time, stable, year-round work.
- Flexible workweek
- Over 4 weeks of paid time off in year one
- 16 paid holidays
- Medical insurance with very low premiums for you AND your family (they are our family too)
- Dental insurance that has no premium after the first year as long as two dental cleanings per year
- Retirement plan with match and 100% vesting from first contribution
- Vision insurance
- HSA contributions
- Wellness program
- Disability coverage
- Employee Assistance Program
- Ongoing training and education
- Employee and family events
- Family friendly, family minded organization ... and the people who work here
- Pay: \$30-35 an hour

Job Type

Work location:

Multiple work locations possible, including Green Bay, Shawano, Oconto, Marinette

