

# Wealth Building Coach

## **The Opportunity**

The Baltimore Regional Housing Partnership (BRHP), which operates the Baltimore Housing Mobility Program, is a 501(c)(3) that assists over 4,000 qualified families in moving from areas of concentrated poverty and obtaining quality and affordable housing in communities with strong schools, low crime, and ample job opportunities in high opportunity areas within Baltimore City and Anne Arundel, Baltimore, Carroll, Harford, and Howard Counties.

BRHP seeks a **Wealth Building Coach** who cares about providing the best services to low-income families, who is mission driven & results oriented and able to deliver sound financial coaching and guidance to our families. The **Wealth Building Coach** supports families to set and reach financial goals including: budgeting, increasing income, building credit, buying a home, starting a business, pursuing postsecondary education and saving for children's education.

## **Essential Duties and Responsibilities**

*The below statements are intended to describe the general nature and scope of work for the Wealth Building Coach position. This is not a complete listing of all responsibilities, duties, or skills required.*

- Help develop, maintain, and adhere to standard operating procedures of the GAIN program
- Proactively enroll clients in the GAIN program to ensure annual targets are met
- Counsel clients to set goals and to establish shorter-term action steps to help reach those larger goals. Be a partner, a champion, and a support to clients throughout their journey in the program
- Provide regular status updates of proactive outreach to participants enrolled in GAIN program
- Update client tracking in computer systems like Yardi and SharePoint

- Respond timely to client inquiries
- Provide ongoing, customized one-on-one financial coaching and guidance to clients across five core areas: income growth, credit, debt, savings, and long-term asset building
- Provide referrals for resources and services to help clients reach their goals
- Record client information and progress data precisely, accurately, and on time, with a rigorous dedication to confidentiality and data security protocols
- Communicate with external partners to verify completion of action steps
- Maintain knowledge about basic elements of the organization's FSS program
- Provide quarterly asset summaries
- Perform other duties as assigned

### **General Requirements**

- Honesty and integrity
- Professional behavior and respect for colleagues, families and external partners
- Collaborative, supportive approach to work, open-minded to learning new process with an ability to manage change
- Strong work ethic
- Ability to work in a fast-paced, team environment
- Experience working with a diverse population
- Business casual dress

### **Wealth Building Coach Required Knowledge & Skills**

- Ability to gain thorough knowledge of BRHP's policies and procedures
- Interest in learning about personal finance and consumer issues, particularly those relating to families with low income.
- Cultural humility. Openness to and respect for others' cultures, identities, and lived experiences
- Strong interpersonal skills. Demonstrated ability to establish and build strong, trusting partnerships with clients

- Excellent organizational skills. Detail-oriented with the ability to complete work accurately and efficiently while handling multiple projects
- Excellent written and verbal communication skills, including ability to explain complex information in plain language
- Strong judgment, reasoning, and time management
- Ability to respect privacy and confidentiality of client information and files

### **Qualifications**

- Bachelor's Degree in Finance, Accounting, Business Administration, Social Work, Sociology or comparable education with at least 3 years of work experience
- Experience working with low-income families and communities
- Experience providing coaching, counseling, or mentoring

### **Preferred Qualifications**

- Professional experience, education, or certification in personal finance
- Experience with motivational interviewing techniques

### **How to Apply**

- Submit a cover letter tailored to the Housing Inspector opportunity and resume to [resumes@brhp.org](mailto:resumes@brhp.org).
- For more information about the organization, visit [www.brhp.org](http://www.brhp.org)
- Job Type: Full-time
- Salary: \$50,000-53,000 annually

**\*\*Please note:** Though we are currently operating under a hybrid work model, an onsite/in-office presence is required! In addition, under the guidance of the Equal Employment Opportunity Commission (EEOC) on workplace COVID-19 vaccination policies and in accordance with BRHP's duty to provide and maintain a workplace that is free of known hazards to protect the health of our employees, their families and our customers, BRHP requires employees to provide proof of the COVID-19 vaccination when asked. Effective July 1, 2021,

newly hired employees must provide proof of the COVID-19 vaccination (including initial doses or booster) at Onboarding or within 30 days of the hire date. Only an approved reasonable accommodation will be accepted to be exempted from this requirement for newly hired employees. If proof of the COVID-19 vaccination is not provided at or before Onboarding, then a negative COVID-19 test taken within the last 72 hours must be submitted on your first day in the office. \*\*