



Financial Catalyst Coordinator

Qualifications for employment at Watermark CDC include having made a life commitment to Jesus Christ, agreement in writing with the Beliefs and Governance statements of Watermark Community Church and having a work history and a lifestyle that are consistent with biblical principles. Must be an existing member of Watermark Community Church or willing to become one.

JOB TITLE: Financial Catalyst Coordinator

FLSA STATUS: Exempt

ORGANIZATION: Watermark CDC

REPORTS TO: Executive Director

POSITION SUMMARY: Watermark CDC's vision is to "Transform Economic Welfare." The Financial Catalyst Coordinator leads the Financial Catalyst Associate with execution of Financial Catalyst and various economic development efforts for Watermark CDC. The Financial Catalyst Coordinator provides strategic leadership and direction for Financial Catalyst, ensuring the program effectively equips and supports neighbors in South and North Dallas through Christ-centered financial empowerment, community, and care.

SPIRITUAL GIFTS:

- Leadership
- Wisdom
- Service & Administration
- Discernment

ESSENTIAL SKILLS & EXPERIENCE:

- Bachelor's Degree preferred (Business, Management, Accounting, Finance, or related/equivalent field).
- Three to five years of experience leading nonprofit programs, community initiatives, or organizational operations is preferred.
- Proven experience in program coordination and financial data management.
- Ability to develop vision, strategy, and measurable goals.
- Strong leadership skills with the ability to develop and empower staff and volunteers
- Ability to navigate ambiguity, create clarity, and move initiatives forward.
- Strong relationship-building skills with diverse groups of people.
- Experience developing partnerships and stewarding stakeholder relationships.
- Strong verbal and written communication skills.
- Ability to make thoughtful decisions with wisdom, discernment, and humility.
- Comfortable leading in an entrepreneurial and growing organizational environment.
- Proficiency with Microsoft Office, Salesforce, Asana, and related systems.

POSITION RESPONSIBILITIES:

Program Operations & Class Delivery – 40%

- Provide leadership and strategic oversight for the current and future direction of Financial Catalyst.
- Attend and actively participate in Financial Catalyst classes and program activities throughout the year in both North Dallas and South Dallas.
- Maintain a consistent presence across both locations based on the annual Financial Catalyst program calendar and operational needs.
- Support participants, volunteers, stewards, facilitators, guest speakers, and recommended asset vendors during program activities.
- Identify and resolve operational issues to ensure a consistent participant experience.
- Coordinate program logistics, schedules, communications, and workflows.
- Promote Financial Catalyst through various communication outlets and external partners around the city.

Strategy, Program Development & Partnerships – 20%

- Collaborate with the Executive Director and Board of Directors sub-team to develop and execute the overall strategy for Financial Catalyst.
- Establish timelines, goals, and metrics for key indicators of success and operational excellence.
- Cultivate relationships with external partners who refer their clients or participants to Financial Catalyst.
- Evaluate ongoing Financial Catalyst operations for the purpose of improving, expanding, and assessing new initiative opportunities.
- Develop strategies to expand Financial Catalyst into future stages of the initiative.

Leadership & Volunteer Development — 20%

- Serve and lead the Financial Catalyst Associate in the operation of Financial Catalyst.
- Build and maintain a leadership structure of lay leaders and volunteers.
- Equip, empower, and develop volunteers to serve and disciple participants.
- Coordinate stakeholders—including stewards, volunteers, guest speakers, and recommended asset vendors—to ensure effective collaboration.
- Provide ongoing leadership, coaching, and support to program staff and volunteers.

Data, Reporting & Operational Excellence — 10%

- Analyze and maintain Financial Catalyst information and data management systems.
- Maintain accurate participant, program, and operational documentation.
- Monitor key performance indicators and prepare reports as needed.
- Identify opportunities to improve systems, processes, efficiency, and accountability.
- Establish and maintain systems that support operational excellence.

Organizational Collaboration & Communication — 10%

- Collaborate with the Watermark CDC team to execute plans and support internal organizational initiatives.
- Communicate Financial Catalyst activities, outcomes, and needs to appropriate internal and external stakeholders.
- Represent Financial Catalyst with community partners and other external audiences.
- Support organizational events, initiatives, and activities as assigned.

MARKERS OF AN IDEAL CANDIDATE

- Has a deep love for Jesus and the local church.
- Embodies and lives out the virtues of compassion, empowerment, courage, grit, and celebration.
- Passion for supporting Kingdom work through economic development in our city of Dallas.
- High capacity, gritty leader who is warm, hospitable, and joyful in demeanor.
- Flexible and adaptable in an entrepreneurial work environment.
- Humble, courageous, teachable and open to direct feedback.
- Highly relational and able to interact with a wide variety of audiences.
- Excellent interpersonal communication skills.
- Highly organized and able to manage complexity.
- Takes initiative and follows through with excellence.
- Balances independent ownership with collaborative teamwork.