



THE FOUNTAIN FUND

Job Announcement: Site Director, Boston

Job Title: Site Director, Boston

Reporting to: Executive Director

Location: Boston

Compensation: Starting salary range: \$88,000 - \$95,000

Full-Time: 100%, 40 hours per week

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

OVERVIEW OF THE FOUNTAIN FUND:

Founded in 2017, the Fountain Fund increases economic opportunities for formerly incarcerated people to improve their lives and remain in their communities. We provide low-interest loans, financial coaching, and access to reentry services, helping formerly incarcerated people build/improve their credit and achieve their self-determined goals. These goals include securing employment, affordable housing, and transportation; building their businesses; getting their driver's licenses reinstated; and paying court-imposed fines.

Since its inception, The Fountain Fund has extended over 1,000 low-interest loans to 900 Client Partners, totaling more than \$5.4M, accompanied by financial education and credit-building activities in Boston, MA, Philadelphia, PA, Charlottesville and Richmond, VA, and New Orleans, LA. \$2.5M has been recycled back into the community to help other Client Partners achieve their self-determined goals. When our Client Partners (borrowers) accomplish their self-determined goals, their economic opportunities increase.

The Fountain Fund centers people who have been incarcerated in all aspects of the organization, including our staff, Board of Directors, our Loan Review Committees, and our Local Advisory Boards.

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 office in Boston. The SD will establish and maintain community partnerships for mutual referrals, support applicants in completing loan applications, connect Client Partners (borrowers) to additional community resources, and work closely with the rest of the Fountain Fund team, to successfully expand The Fountain Fund footprint in Boston.



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KEY RESPONSIBILITIES:

Client Partner Connections

- Being a leader in the local landscape of reentry services, establishing relationships and building mutual referrals with other likeminded nonprofits
- Proactively identifying and recruiting potential Client Partners through community outreach and partner referrals
- Setting applicants up for success by thoroughly reviewing and providing guidance to successfully complete all aspects of the loan process
- Facilitating loan closings and ensuring that Client Partners understand their legal and financial obligations - 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
- Maintaining relationship with our landlord 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

Site Leadership

- Supervising and motivating all Boston office staff and volunteer positions
- Managing our Local Advisory Board in Boston to provide support and guidance to The Fountain Fund locally. Identifying and recruiting new members as needed.
- Recruiting new members to the local Loan Review Committee when necessary
- Participating in meetings with local funders and donors
- Networking throughout the community with local leaders, funders, reentry and related organizations



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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 to expand and grow the momentum of the Boston office
- 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** to hireme@fountainfund.org. We will have rolling interviews until the position is filled with an outstanding team member. We will do our first review on February 11, 2026.

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.