
DRAFT Job Description (2/12/26)

Statewide Financial Crimes & Abuse Prevention Task Force Program Director

Position Summary

The Task Force Program Director serves as the central coordinating leader for a multidisciplinary financial crimes and abuse prevention task force. This role is responsible for following:

Financial Crimes Unit -

- Curating and analyzing data
- Provide administrative support to law enforcement offices
- Coordinate with States Attorney’s Offices, Attorney General’s Office and Department of Financial Regulation and Adult Protective Services

Abuse Prevention Unit -

- Facilitate collaboration among financial institutions, social service partners, and the Financial Crimes Unit for prevention messaging.

The Director acts as both strategist and operator—building infrastructure, supporting frontline professionals, and ensuring that actionable intelligence flows efficiently between partners to protect vulnerable individuals and strengthen community response.

Key Responsibilities

Program Leadership & Coordination

- Lead day-to-day operations of the task force, ensuring alignment with mission, goals, and performance metrics.
- Convene and facilitate regular meetings with financial institutions, law enforcement, prosecutors, regulators, and community partners.
- Develop standardized protocols for referrals, information sharing, case coordination, and escalation pathways.
- Serve as primary liaison between financial institutions and Financial Crimes Unit.

Data Curation & Intelligence Management

- Collect, organize, analyze, and report on financial exploitation trends, case outcomes, and system gaps.
- Maintain secure databases and dashboards to track referrals, investigations, and resolutions.
- Translate raw data into actionable insights for partners, policymakers, and leadership.
- Prepare annual reports demonstrating impact, trends, and recommendations during pilot period.

Financial Institution Engagement

- Build and maintain strong working relationships with banks, credit unions, and investment firms.
- Support financial institutions in recognizing red flags, documenting suspicious activity, and making effective referrals.
- Support training and technical assistance for frontline banking staff on elder financial exploitation and fraud detection.
- Promote consistent reporting practices and collaborative response models.

Financial Crimes Unit

- Provide operational support to law enforcement officers investigating financial crimes, including case coordination and partner engagement.
- Assist in assembling financial documentation, timelines, and summaries to strengthen investigations and prosecutions.
- Facilitate cross-agency collaboration to reduce duplication and improve case outcomes.
- Help identify systemic barriers to investigation and advocate for practical solutions.

Strategy, Policy & Systems Development

- Identify gaps in current response frameworks and propose improvements to policies, procedures, and interagency collaboration.
- Support grant reporting, program evaluation, and sustainability planning.

- Contribute to development of best practices, training materials, and community education initiatives.
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Qualifications

Required:

- Bachelor's degree in public administration, criminal justice, social services, finance, or related field (Master's preferred).
- Minimum 5 years of experience in program management, financial services, law enforcement support, social services, or multidisciplinary coordination.
- Demonstrated experience working across complex systems with multiple stakeholders.
- Strong data management and analytical skills.
- Exceptional organizational, facilitation, and communication abilities.
- High level of professionalism, discretion, and ethical judgment.

Preferred:

- Experience with financial exploitation, fraud prevention, or elder justice initiatives.
 - Familiarity with banking compliance, suspicious activity reporting, or investigative processes.
 - Grant-funded program experience.
 - Knowledge of trauma-informed and victim-centered approaches.
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Core Competencies

- Systems thinker with strong problem-solving skills
- Collaborative leader who builds trust across disciplines
- Detail-oriented with ability to manage complex information
- Comfortable working with sensitive data and confidential cases
- Mission-driven with commitment to protecting vulnerable populations

Working Conditions

- Hybrid office/field-based role with regular engagement with financial institutions, law enforcement agencies, and community partners.
 - Occasional evening meetings or trainings.
 - Background check required.
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DRAFT FOR REVIEW