## COLTAF Program Manager

Colorado Lawyer Trust Account Foundation (COLTAF)

📍 **Denver, CO (See below for remote work information.)**

💼 **Reports to: Executive Director**

💰 **Salary Range: $90,000 to $115,000 annually**

🕒 **Full-Time (Monday–Friday)**

### About COLTAF

The Colorado Lawyer Trust Account Foundation (COLTAF) is Colorado's Interest on Lawyer Trust Account (IOLTA) program. COLTAF collects interest generated on lawyer and licensed legal paraprofessional trust accounts and uses those funds to support free civil legal aid for low-income Coloradans across the state.

A core part of COLTAF's work is ensuring that financial institutions comply with our comparability rules, which govern the minimum rate paid on COLTAF accounts. COLTAF also partners with banks that voluntarily agree to pay a preferred interest rate and recognizes these institutions as Prime Partners. Prime Partners receive Community Reinvestment Act (CRA) benefits for their additional interest payments to COLTAF.

COLTAF shares staff and office space with the Legal Aid Foundation of Colorado. The COLTAF Program Manager will work on COLTAF matters. However, the Legal Aid Foundation of Colorado will be the employer of record.

### Position Summary

COLTAF seeks an experienced banking professional to serve as COLTAF Program Manager. This role will lead financial institution compliance examinations, manage relationships with financial institutions, recruit additional Prime Partners, and assist Prime Partners with reporting the impact of their interest payments to relevant CRA regulators. The COLTAF Program Manager is also responsible for ensuring that financial institutions submit timely and accurate monthly interest reports and payments, in coordination with COLTAF's accountants.

The ideal candidate is a banker with a strong understanding of deposit products, interest rate structures, bank operations, and the Community Reinvestment Act who is interested in applying that expertise in a mission-driven, public-interest environment.

### Key Responsibilities

- Bank Compliance Examinations

  - In coordination with the Executive Director, conduct regular examinations of participating banks to determine compliance with the IOLTA comparability rule.
  - Review interest rate disclosures, product terms, and internal bank documentation.
  - Prepare clear written findings and recommendations based on examination results.
  - Work with banks to resolve compliance issues.

- Prime Partner Program

  - Promote the Prime Partner program within the banking community.
  - Manage ongoing relationships with Prime Partners.
  - Support Prime Partners in reporting the impact of their participation to their CRA regulators.
  - In partnership with the Executive Director, promote the Prime Partners program within the legal community.

- Relationship Management & Outreach

  - Serve as the primary point of contact for banks regarding IOLTA requirements and participation.
  - Educate bank personnel on IOLTA rules, compliance expectations, and program benefits.
  - Maintain an accurate list of contacts at financial institutions for compliance, monthly reporting, Community Reinvestment Act reporting, payment, etc.
  - Represent COLTAF in meetings with bank executives, compliance officers, and regulators as needed.
  - Facilitate monthly remittance reporting by participating financial institutions and work with COLTAF's accountants to ensure timely and accurate interest payments by financial institutions.
  - Track participation data and prepare reports for internal leadership and external stakeholders.

## Qualifications

- Required

  - Significant experience in banking, preferably in deposit operations, treasury management, compliance, or regulatory roles.
    - Alternatively, experience working for an Interest on Lawyers' Trust Account (IOLTA) program.
  - Strong understanding of interest-bearing deposit accounts and interest rate structures.
  - Experience handling, storing, and securely transmitting sensitive data through file transfer services.
  - Experience using financial databases or similar software tools.
  - Ability to analyze financial products and interpret regulatory requirements.

    - Excellent communication and negotiation skills.
    - Strong organizational skills and attention to detail.

- Preferred

    - Experience with bank examinations, compliance reviews, or regulatory oversight.
    - Familiarity with the Community Reinvestment Act (CRA).
    - Experience working directly with senior bank leadership.
    - Comfort working independently in a hybrid work environment.

## Compensation & Benefits

- Salary: $90,000 to $115,000
    - The salary range above is for candidates located in the Denver Metro area. Candidates outside of the Denver Metro area are welcome to apply. See work location information below. Compensation may be adjusted based on location.
- 100% employer-paid health insurance
- Life insurance
- 403(b) retirement plan with 5% employer contribution
- 14 paid holidays
- 10 vacation days and 12 sick leave days (accruing monthly)

## Work Location

The default work location for this position is Denver, Colorado. COLTAF offers a hybrid work schedule, with four days in the office and one day remote for new hires.

Fully remote work will be considered for candidates outside of the Denver Metro, if the candidate has substantial connections to the Colorado banking community or experience with IOLTA. Candidates seeking fully remote work must be able to periodically travel to Denver for training and meetings.

## To Apply

Please apply using LinkedIn Jobs. Applications submitted via other means will not be considered. (https://www.linkedin.com/jobs/view/4441111425/)