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## DATABASE SENIOR ASSOCIATE

The Cities for Financial Empowerment Fund (CFE Fund) supports municipal efforts to improve the financial stability of households by leveraging opportunities unique to local government. By translating cutting-edge experience with large scale programs, research, and policy in cities of all sizes, the CFE Fund assists mayors and other local leaders to identify, develop, fund, implement, and research pilots and programs that help families build assets and make the most of their financial resources. Financial empowerment spans four key disciplines:

- Professional financial counseling and education;
- Access to safe and affordable mainstream banking products and services;
- Short- and long-term asset building; and
- Consumer protection in the financial services marketplace.

The CFE Fund is seeking a talented and experienced person to support data collection and management for its Financial Empowerment Center Initiative. Working closely with the CFE Fund's programmatic and evaluation Principals, the Senior Associate will support efforts to review and consider specifications for improving or replacing the database system to collect financial counseling data and outcomes for the Initiative, spanning dozens of cities. The Senior Associate will support grantee cities' implementation and usage of the database, monitor grantee and Initiative success, and will draft reports for evaluation and grant administration purposes. The Senior Associate will be responsible for general administrative duties related to data gathering and evaluation.

This New York City-based position will require occasional national and international travel.

### Primary Responsibilities:

- Serve as the primary administrator of the database system. Oversee information gathering and reporting for the FEC Initiative;
- Lead any efforts to migrate data from other system(s), and as well as the deployment of the database in partner cities, including user training, troubleshooting, and site visits;
- Provide ongoing training and technical assistance to grantees in the areas of quality assurance, data management, performance, and reporting;
- Create and maintain an updated manual to support users and administrators of the database;
- Identify, prioritize and implement system upgrades;
- Work with software and hardware vendors to ensure data is kept secure;
- Support data sharing and match efforts with partners for research and evaluation purposes;

- Serve as the key point person for performance management updates of grantees and Initiative. Prepare briefings, including data visualizations, for CFE Fund staff, grantees, city constituencies, funders and the broader financial empowerment community; and
- Support fundraising activities including providing program data and analysis for proposals.

Minimum Qualifications:

- Minimum 5 years of relevant experience;
- A Bachelor's Degree in management information systems, computer science, or a related field preferred;
- Successful management of a large database system;
- Knowledge of best practices, systems, and program design for tracking human services highly valued;
- Experience developing effective systems, trainings and protocols;
- Strong skills in data collection systems, data analysis, and report writing;
- Advanced interpersonal and communication skills with the ability to support a team, and the ability to work closely with a wide range of constituents, including high level funders, government partners, members of the media, staff, consultants, and community-based organizations;
- Ability to take initiative and move projects forward in a fast-growing, entrepreneurial environment; and
- Experience in financial empowerment, asset building, and/or community development with relevant partnership relationships preferred.

*This position offers excellent benefits and a competitive salary commensurate with qualifications. CFE Fund is an Equal Opportunity Employer.*

To apply, please email a resume and cover letter to [info@cfefund.org](mailto:info@cfefund.org) (preferred) or mail to: CFE Fund, 44 Wall Street, Suite 605, New York, NY 10005