



## Technical Assistance Associate/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 to fill multiple positions on our technical assistance team to provide guidance and support to city administrations and their nonprofit partners, primarily focused on the Financial Empowerment Center (FEC) Initiative, a proven model of free, one-on-one financial counseling as a municipal service. The technical assistance team will support the rapid expansion and scaling of the FEC Initiative to dozens of cities.

These New York City based positions will require frequent travel.

### Primary Responsibilities:

- Working closely with the technical assistance team, manage and support all aspects of the FEC Initiative, including:
  - Cultivation and selection of city participants;
  - Oversight of model implementation;
  - Ongoing technical assistance and support to cities, focused on program design, launch, data collection and analysis, and sustainability efforts.
- Conduct program site visits, including:
  - Preparation of CFE Fund staff, consultants and on-the-ground partners to ensure efficient and productive visits;
  - Coordinate and lead multi-partner meetings with a range of staff, city leaders, funders, and other local stakeholders;
  - Provide on-the-ground implementation support and troubleshooting;
  - Conduct review and analysis of on-the-ground operations including production of field visit reports and briefings.
- Plan and facilitate large-scale learning community events for participants, including event logistics, agenda setting and day-of activities.

- Support the national learning network. Analyze program implementation to glean best practices, and share learnings to support the growth of the municipal financial empowerment field.
- Review regular data reports from local partners, and prepare reports for Initiative funders, policymakers and other stakeholders.
- In conjunction with CFE Fund staff, participate in program fundraising, contracting, and budget management, including review and analysis of financial statements on projects.

**Minimum Qualifications:**

- Degree in Public Administration, Management, Social Work, Human Services or a related field preferred. Master's level preferred for the Senior Associate role.
- Advanced interpersonal and communication skills with the ability to work closely with a wide range of constituents, including financial institutions, government partners, funders, staff, consultants, and community-based organizations.
- Strong skills in strategic planning, program development, project management, and written communications.
- Ability to take initiative and move projects forward in a fast-growing, entrepreneurial environment.
- Excellent written and presentation skills.
- Familiarity with program evaluation methodology, data collection systems, and data analysis.
- Excellent time management skills, ability to multi-task and prioritize work.
- Attention to detail and problem-solving skills.
- Experience in financial empowerment, asset building, and/or community development with relevant partnership relationships preferred.
- Experience working with or in local or state government.

*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