



## Associate

The Cities for Financial Empowerment 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
- Consumer protection in the financial services marketplace

The CFE Fund is seeking a talented and experienced Associate to support program management, operations and grant making for several CFE Fund initiatives, with a primary focus on Bank On and its associated pilots, grants, and fellowship program. The ideal candidate will have experience in handling a wide range of project management tasks and will be able to work independently. This person must be exceedingly well organized, flexible and enjoy the challenges of supporting a small entrepreneurial organization. This is a New York City based position and will require domestic travel.

### Primary Responsibilities:

- Coordinate the administrative tasks for grant and vendor management. Specific tasks include:
  - Draft grant applications, proposal evaluation tools, and grant communications.
  - Serve as the CFE Fund's primary user and manager of the central grant making database, inputting grant opportunities, running reports, and troubleshooting.
  - Conduct due diligence of potential grantees and vendors, engage in follow up with applicants as needed, prepare summaries for CFE staff, and make recommendations.
  - Develop and maintain contract templates with support from the CFE Fund's attorneys; customize contract templates for all grantees and vendors; serve as the CFE Fund's primary liaison between grantees, vendors, CFE staff, and attorneys for contract negotiations.
  - Ensure grantees receive reporting templates and submit reports in a timely manner, review submitted reports, and provide summaries to CFE staff.
  - Process payment requests.

- Support Technical Assistance development and delivery. Specific tasks include:
  - Gather content and draft technical assistance resources.
  - Coordinate learning community events, trainings, webinars, and other meetings.
  - Serve as point of contact for grantees and following up in a timely and professional manner.
  - Document and archive technical assistance requests and responses.
- Assist with developing communications pieces on CFE Fund programs and initiatives. Specific tasks include:
  - Assist with presentation development, design, and copyediting.
  - Coordinate with CFE communications staff on content for press releases, newsletter articles, reports, and other deliverables.
  - Support program-related conferences and events including assisting with logistics, development of materials, and on-site support and troubleshooting.
- Other administrative program support as necessary.

**Minimum Qualifications:**

- A minimum of 2 years of relevant program support experience;
- A Bachelor's Degree;
- Experience with project management;
- Experience with event planning and coordination;
- Ability to take initiative and move projects forward in a fast-growing, entrepreneurial environment;
- Excellent time management skills, ability to multi-task and prioritize work;
- Attention to detail and problem solving skills;
- Excellent written and verbal communication;
- Strong organizational and planning skills;
- Proficiency in standard office technology and software including Windows, Mac, MS Office; and
- Experience in financial empowerment, asset building, and/or community development 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)