



### Technical Assistance 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 Senior Associate to provide guidance and support to local government administrations and their nonprofit partners, primarily focused on the Financial Empowerment Center (FEC) initiative. The FECs provide free, professional, one-on-one financial counseling as a public service to enable residents to address their financial challenges and needs as well as plan for their futures. The technical assistance team will support the rapid expansion and scaling of the FEC initiative to dozens of cities.

This New York City based position 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 partners;
  - oversight of model implementation; and
  - 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;
  - coordination and leadership of multi-partner meetings with a range of staff, city leaders, funders, and other local stakeholders;
  - provision of on-the-ground implementation support and troubleshooting; and
  - regular review and analysis of on-the-ground operations, including production of field visit reports and briefings.
- Plan and facilitate large-scale learning community events, including event logistics, agenda setting and day-of activities.
- Support the national learning community. Analyze program implementation to identify 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.

**Qualifications:**

- Master's Degree in Public Administration, Management, Social Work, Human Services or a related field preferred.
- Demonstrated experience working with or in local government, and understanding of local government processes, issues and politics.
- Experience in financial empowerment, asset building, anti-poverty efforts and/or community development.
- Demonstrated ability in identifying, cultivating, and maintaining partnerships.
- Experience leading and managing complex engagements that design and deliver strategic solutions.
- Strong problem solving and troubleshooting skills.
- Advanced interpersonal and communications skills, with the ability to work closely with a wide range of constituents, including financial institutions, senior-level government partners, funders, internal staff, consultants and community-based organizations.
- Ability to take initiative and move projects forward in a fast-growing, entrepreneurial environment.
- Excellent written, presentation and negotiation skills.
- Familiarity with program evaluation methodology, data collection systems, and data analysis.
- Excellent time management skills, ability to multi-task and prioritize work.

*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. Please include "FEC TA Position" in the subject line.