



DATABASE 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;
- 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 (FEC) Initiative. Working closely with the CFE Fund's programmatic team, the Associate will support the implementation and management of the FEC database, which collects financial counseling data and outcomes, spanning dozens of localities around the country. The Associate will support grantee localities' implementation and usage of the database, monitor grantee and Initiative success, and draft reports for evaluation and grant administration purposes. The Associate will be responsible for training partners, performing routine maintenance and updates to the system, and handling general administrative duties related to data collection and evaluation.

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

Primary Responsibilities:

Database Administration

- Serve as the primary administrator of the FEC database system. Oversee information gathering and reporting for the FEC Initiative;
- Understand database architecture and concepts, generate reports and make minor system improvements, and manage vendors for major system improvements;
- Lead efforts to migrate data from other legacy system(s);
- Identify, prioritize, and implement system upgrades;
- Work with software and hardware vendors to ensure data is kept secure; and
- Support development and administration of other internal CFE Fund databases as needed.

Training and User Support

- Lead the deployment of the database in partner cities, including user training, troubleshooting, and site visits, and 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; and
- Support data sharing and matching efforts with partners for research and evaluation purposes.

Data Analysis and Reporting

- Serve as the key point person for grantee-specific and Initiative-wide performance management updates. 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 2 years of relevant experience;
- A Bachelor's Degree required;
- Coursework or demonstrable skillset in management information systems, computer science, or related field preferred;
- Strong skills in data collection systems, data analysis, and report writing;
- Knowledge of best practices, systems, and program design for tracking human services highly valued;
- Experience in financial empowerment, asset building, and/or community development with relevant partnership relationships preferred;
- Familiarity with software such as Excel, Salesforce, Filemaker Pro and/or statistical analysis programs;
- Successful experience managing a large database system;
- Experience developing effective systems, trainings and protocols;
- Strong 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; and
- Ability to take initiative and move projects forward in a fast-growing, entrepreneurial environment.

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 (preferred) or mail to: CFE Fund, 44 Wall Street, Suite 605, New York, NY 10005. Please indicate the name of the position in the subject line and in the cover letter.