



Associate (Bank On)

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, primarily focused on Bank On initiatives including Summer Jobs Connect and other banking integration programs. The ideal candidate will have experience 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. Experience with large social service programs or systems (e.g. workforce development, foster care services) is highly valued. This is a New York City-based position and will require domestic travel.

Primary Responsibilities:

- Support grant program work . Specific tasks include:
 - Draft grant applications, proposal evaluation tools, and grant communications.
 - Conduct due diligence of potential grantees and vendors, engage in follow up with applicants as needed, prepare summaries for CFE staff, and make recommendations.
 - 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:
 - Serve as point of contact for grantees and communicate in a timely and professional manner.

- Develop content expertise on banking integration approaches and underlying social service models to be able to provide technical assistance directly to grantees.
- Participate in and eventually lead site visits to grantees in cities around the US.
- Serve as a resource to grantees about banking standards and certifications for programmatic integrations.
- Gather content and draft technical assistance resources.
- Coordinate learning community events, trainings, webinars, and other meetings. Support multiple large convenings including assisting with logistics, development of materials, and on-site support and troubleshooting.
- Document and archive technical assistance requests and responses.
- Other 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;
- Demonstrated ability in identifying, cultivating, and maintaining partnerships;
- Strong 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 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 social services, 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. Please include “Associate (Bank On)” in the subject line.