



Associate (Grants/Contracts)

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

Over the last 6 years, the CFE Fund has received funding from over two dozen foundations and corporations, and has provided funding to over 60 local government grantees and their nonprofit partners. In addition, the CFE Fund contracts with numerous vendors, consultants, and other project partners to complete its mission. The CFE Fund is seeking a talented and experienced Associate to perform the grantmaking and contract management components of the CFE Fund, working in close coordination with the CEO, Managing Director and program leads. This position also serves as the primary liaison between the CFE Fund and its pro bono attorneys on contract issues. The Associate will draft, negotiate and finalize agreements and contracts with funders, grantees and vendors, and support the program leads in various partner selection processes.

The Associate also will help to manage an internal database of city grantees to facilitate internal communications and content sharing among teams, and build a historical knowledge base of our grantees.

The ideal candidate will be experienced in handling a wide range of grant and contract management work, will have had 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. This is a New York City-based position and may require occasional domestic travel.

Primary Responsibilities:

Grants Management

- Lead the grant making cycle for all CFE programs from partner selection through grant close.
 - Drafting solicitations, evaluate proposals, and perform due diligence for all applicants;
 - Maintain the Fund's Foundant grant management software system, inputting all solicitations and managing proposal review, award, and reporting functions;
 - Lead partner selection meetings and provide recommendations;

- Serve as primary contact point for all applicants throughout the process, provide technical assistance to grantees and applicants regarding compliance and the CFE Fund's online grants process, elevating issues to appropriate parties;
 - Maintain grantee records, including grantee reports, with particular attention to monitoring, outcomes, modifications, and payment requests.
- Assist with the development of policies and procedures to improve efficiency in grant making.
- Manage incoming grants to the CFE Fund
 - Coordinate review, negotiation and execution of incoming grant agreements;
 - Flag relevant information for CFE team members to ensure compliance;
 - Coordinate with fundraising, finance and program staff on reporting requirements.
- Oversee initial onboarding and ongoing training for program staff on CFE Fund grant making and vendor management practices and procedures.

Contract Management

- Draft, negotiate and finalize contracts and other agreements with funders, grantees and vendors;
 - Build, update and maintain templates and other tools for developing first-draft contracts;
 - Work with program leads to customize templates to meet programmatic needs;
 - Serve as key liaison with CFE Fund pro bono attorneys for contract review;
 - Work with program leads to negotiate contract terms with grantees and vendors and move contracts quickly towards execution.
- Guide and support implementation of new contract templates, draft waivers, budget modifications and other tools as necessary;
- Work closely with the CEO, Managing Director and program leads to establish contract timelines, ensure compliance, and meet contractual deadlines and deliverables;
- Promote good long-term relationships through friendly and efficient grant contract negotiations, including employing creative and compliant solutions to obstacles encountered in negotiations to meet contracting parties needs.

City Database

- Work with the CEO, Managing Director, the Data Base Associate and program staff to manage structured opportunities for collecting and sharing learning across the CFE Fund's city relationships
 - Provide feedback on the development of an internal city database
 - Maintain the content of the database through regular staff reminders
 - Audit content to ensure it is being regularly updated and utilized by staff
 - Recommend updates and changes to the structure and process to facilitate information sharing among staff and teams.

Minimum Qualifications:

- Bachelor's Degree
- At least 3 years of professional grants management, contract management or paralegal experience in the nonprofit sector or foundation sector preferred.
- Demonstrated knowledge of basic contract law concepts and grant making best practices;
- Strong attention to detail;
- Flair for problem solving;
- Excellent written and verbal communication. Ability to clearly explain positions; to listen carefully to understand other parties concerns; to identify creative solutions to problems; and to summarize clearly and concisely contract and legal issues;
- Strong organizational and planning skills. Ability to manage large number of projects simultaneously;
- Ability to work in a fast-paced environment and prioritize, multi-task, and follow tasks to completion.
- Familiarity and comfort working with databases (e.g. CRM, grants management);
- Proficiency in standard office technology and software including Windows, Mac, MS Office.

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 "Grants/Contracts Associate 2018" in the subject line.