Senior Associate (Bank On Integrations)

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 Senior Associate to support program management, operations and grant making for several CFE Fund initiatives, primarily focused on Bank On integration programs. This role will manage a portfolio of grants to municipally connected programs (e.g. workforce development, tax preparation, cash benefit disbursements) and support those programs to build banking access opportunities for clients as they engage in programming. 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 working in a small entrepreneurial organization. Experience with large social service programs or systems (especially workforce development) and experience working with municipal or county governments is highly valued.

This is a New York City-based position that reports to the Chief Program Officer and will require frequent domestic travel.

Primary Responsibilities:

- Develop and deliver technical assistance to a portfolio of municipal programs
  - Develop content expertise on banking integration approaches and underlying social service models;
  - Serve as a resource to grantees about banking standards and certifications for programmatic integrations;
  - Refine program design with grantees based on best practices gathered from the field;
  - Gather content and draft technical assistance resources;
Conduct regular calls with grantees individually and as a group to provide feedback, introduce new resources and troubleshoot;
Document and archive technical assistance requests and responses.

- Coordinate Learning Communities
  - Design and produce learning community events, trainings, webinars, and other meetings;
  - Develop event agendas including identifying learning objectives, identifying speakers and presenters, and optimizing opportunities for grantees to learn and contribute;
  - Lead coordination of logistics, development of materials, and on-site execution and troubleshooting.

- Conduct program site visits to grantees in cities around the US
  - Prepare CFE Fund staff and on-the-ground partners to ensure efficient and productive visits;
  - Coordinate and lead multi-partner meetings with a range of staff, city leaders, financial institutions, funders, and other local stakeholders;
  - Provide on-the-ground implementation support and troubleshooting; and
  - Provide feedback and analysis of on-the-ground operations, including production of field visit reports and briefings.

- Manage grant administrative work:
  - Drive the selection process to identify grantees including drafting solicitations, soliciting responses, developing evaluation criteria and leading evaluation processes;
  - Conduct due diligence of potential grantees and vendors, engage in follow up with applicants as needed, and make grant recommendations;
  - Serve as point of contact for grantees for all administrative and programmatic functions;
  - Ensure grantees receive reporting templates and submit reports in a timely manner, review submitted reports, and provide summaries to CFE staff;
  - Contribute to funding requests and reports as needed;
  - Process payment requests.

Other program work as necessary.

**Minimum Qualifications:**

- Six years of work experience, including leadership experience in program management
and/or operations;

- A master’s degree in Public Administration, Management, Business Administration, Social Work, Human Services or a related field preferred;
- 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, MS Office; and
- Experience in social services, financial empowerment, asset building, and/or community development preferred, with a preference for workforce programming experience.

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 “Senior Associate (Bank On Integrations)” in the subject line.