



Associate (Financial Empowerment Center 2021)

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 **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 is a New York City-based role and requires some domestic travel. The CFE Fund is currently operating largely remotely but will be returning to a hybrid virtual/in-person work format when public health guidance allows.

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, including soliciting, processing and vetting applications;
 - support the design and coordination of trainings for city partners;
 - plan and facilitate virtual and in-person events, including event logistics, agenda setting and day-of activities;
 - oversight of model implementation;
 - ongoing technical assistance and development of necessary technical assistance resources to support cities, focused on program design, training, launch, data collection and analysis, and sustainability efforts.
- 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.

- Support internal knowledge management around technical assistance and delivery models, partner performance, partner trainings, among other topics.
- Support (in-person and virtual) program site visits, including:
 - preparation of CFE Fund staff, consultants and on-the-ground partners to ensure efficient and productive visits;
 - coordination of multi-partner meetings with a range of staff, city leaders, funders, and other local stakeholders;
- 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:

- Bachelor’s Degree in Public Administration, Management, Social Work, Human Services or a related field or at least six years of relevant experience in lieu of a degree.
- 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.
- 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.
- Accuracy, attention to detail
- Excellent written, presentation and negotiation skills.
- Familiarity with program evaluation methodology, data collection systems, and data analysis preferred.
- Excellent time management skills, ability to multi-task and prioritize work.

The CFE Fund offers excellent benefits and competitive salaries commensurate with qualifications. The salary range for the Associate title is \$55,000-70,000 based on qualifications, worksite location, and team parity. The CFE Fund is an Equal Opportunity Employer.

To apply, please email a resume and cover letter to info@cfefund.org. Please include “Associate (FEC 2021)” in the subject line.
