



## Senior Associate (Training and Technical Assistance Delivery 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 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 all program areas with Technical Assistance (TA) content delivery approaches and strategies ensuring the quality, efficacy, and continuity of CFE Fund TA through live and virtual trainings, convenings, conferences and other channels. The Senior Associate will support all CFE Fund teams by leading the planning, development, and production of technical assistance content to grantees and will have primary responsibility for producing multiple virtual and in-person events each year. In addition to designing and producing content, the Senior Associate will evaluate the effectiveness of content delivery and implement efforts to enhance their quality and the capacity of CFE Fund staff to effectively deliver them.

Examples of learning community engagements include a large-scale biennial conference on banking access; roundtable discussions among grantees and their stakeholders; multi-day leadership training for financial empowerment professionals new to the field; detailed trainings on specific program models; and monthly cohort calls for grantee partners, among other venues and formats.

The ideal candidate will have experience managing a wide range of in-person and virtual events and trainings and will be able to work independently. Candidates must be exceedingly well-organized, flexible and enjoy the challenges of supporting a small, entrepreneurial organization.

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.

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### Key Responsibilities:

- Works with CFE Fund teams to identify training and TA needs of grantees;
- Coordinates the design and development of trainings including identifying and building appropriate channels and strategies, creating effective agendas, and identifying and engaging speakers;

- Leads planning related to trainings and conferences including identifying appropriate venues and/or technology platforms, vendor selection, managing event budgets and troubleshooting;
- Liaises with other CFE staff on completion of related logistics including sponsorships, contract execution, registration, and travel;
- Supports CFE program and communication staff with the development of training materials, talking points, workbooks and materials;
- Coordinates and prepares staff and external speakers including running planning meetings, developing clear runs-of-show, assigning and coordinating staff roles, and leading prep calls as needed;
- Manages all day-of logistics and troubleshooting for in-person and virtual events;
- Collects and analyzes participant, grantee, and staff feedback to evaluate content delivery and ensure results inform future sessions;
- Maintains current expertise in adult learning, training facilitation, digital channels, technologies and methods. Remains current on advances in tools and platforms for training delivery;
- Supports CFE Fund staff on professional development to improve and enhance delivery of content in various channels; and
- Leads internal knowledge management around trainings and events, including the development and maintenance of CFE Fund training guidelines and best practices.

**Qualifications:**

- A minimum of five years of relevant work experience with event or training operations and support;
- A bachelor’s degree, or at least six years of relevant experience in lieu of a degree;
- Strong project management experience, with ability to juggle multiple priorities, keep team on track with deliverables, manage multiple relationships, and meet deadlines;
- Strong interpersonal and communications skills, with the ability to work closely with a wide range of constituents, including internal staff, funders, vendors, consultants, and grantees;
- Ability to take initiative and move projects forward in a fast-growing, entrepreneurial environment;
- Excellent time management skills, with the ability to multi-task and prioritize work;
- Attention to detail and problem-solving skills;
- Excellent written and verbal communication;
- Proficiency in standard office technology and software including Windows, Zoom, MS Office.

The CFE Fund offers excellent benefits and competitive salaries commensurate with qualifications. The salary range for the Senior Associate title is \$70,000-90,000 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](mailto:info@cfefund.org). Please include “Senior Associate (Training and Technical Assistance Delivery)” in the subject line.