



SENIOR ASSOCIATE for DEVELOPMENT

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 person to support its fundraising and development efforts, working closely with the CFE Fund's Senior Principal. The Senior Associate will support all aspects of fundraising efforts, from prospect research to funder conversations to grant applications, reporting, and management.

This position reports to the CFE Fund's Senior Principal who oversees communications and fundraising. This is a New York City based role. New York City-based CFE Fund staff have the option of working in person from our NYC headquarters, or they may elect a hybrid office/remote work schedule with a minimum of 2 days in the office. All employees are required to provide proof of receipt of an FDA-approved vaccination against COVID-19, including both a primary series and a booster as recommended by the CDC.

Primary Responsibilities:

- Lead development of concept papers and grant applications, coordinating input from program teams, finance teams and senior staff. Draft language, manage the editing process, and lead coordination on submission and revisions with funders;
- Draft proposal budgets in collaboration with program teams, finance team, and senior staff, ensuring proposed budgets align with funder parameters, programmatic needs, and organizational budgeting conventions;
- Lead grant reporting process, including writing all grant reports in coordination with program teams, and manage and report on grant budgets with input and guidance from the finance team, identifying and raising any potential issues to senior staff, and ensuring all deadlines are met;
- Maintain grant reporting calendar, oversee grant-related administrative tasks, and coordinate with program and finance teams as needed;
- Lead financial grant management tasks using the CFE Fund's budgeting software, working closely with the finance team;

- Assist with identifying potential new funders, engaging in prospect research, and preparing for conversations with funders;
- Participate in and support cross-team conversations to identify new ideas for fundraising efforts; and
- Support supervisor and other staff on other fundraising and communications tasks as needed.

Minimum Qualifications:

- A Bachelor's Degree, or at least six years of relevant experience in lieu of a degree;
- Excellent writer with the ability to synthesize complicated data and policy concepts and develop compelling stories to a wide range of audiences;
- Experience with fundraising, grant management, and grant writing;
- Advanced interpersonal and communication skills with the ability to support a team, and the ability to work closely with a wide range of constituents, including high-level funders, government partners, members of the media, staff, consultants, and community-based organizations;
- Strong project management experience, with ability to juggle multiple priorities, keep team on track with deliverables, manage multiple relationships, and meet deadlines;
- Experience in financial empowerment, asset building, and/or community development with relevant partnership relationships preferred; and
- Government experience a plus.

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, cover letter, and 3-5 page professional writing sample to info@cfefund.org with the subject line "Senior Associate for Development Application."