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## Senior Associate (Financial Empowerment Center 2023)

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 **Senior Associate** to support the expansion and scaling of the [Financial Empowerment Center \(FEC\) initiative](#) to dozens of cities and counties, and support model enhancement efforts and pilots related to the FEC. 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. There are 30 cities and counties with municipally-led FECs, with dozens more municipalities in the planning process.

The ideal candidate will have experience leading program implementation, supporting partners, 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. Direct experience with large social service programs or systems (e.g., workforce, foster care, free tax preparation) or experience working in local governments is highly valued, as is partnership development and stakeholder engagement.

This is a New York City-based role, although exceptional candidates who must live elsewhere may be considered. 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. Remote employees must secure their own work environments and travel approximately monthly to New York City to meet with teammates.

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. This position will require regular national travel as public health guidance allows.

## Primary Responsibilities:

- Lead the delivery of technical assistance to a portfolio of FEC grantees, including new and existing cities and counties that have launched or are planning to launch an FEC in their municipality.
  - Facilitate technical assistance calls to set the context for the work, provide in-depth overviews of the model, and share best practices.
  - Led regular calls and be available via email to support strategic planning and program development and troubleshoot emerging issues.
  - Provide access to existing resources and develop necessary additional technical assistance resources to support grantees, focused on program design, launch, data collection and analysis, and sustainability efforts.
  - Coordinate and facilitate (in-person and virtual) program site visits:
    - Provide guidance and resources to on-the-ground partners to ensure efficient and productive visits, including stakeholder engagement strategies, invite and agenda templates, etc.; and
    - Coordinate multi-partner meetings with a range of staff, government leaders, funders, and other local stakeholders, including facilitating roundtables and meetings.
- Review grantee reports and monitor the performance of the program, providing timely and tailored guidance to support program sustainability. Work closely with the FEC team to manage aspects of the initiative, including but not limited to:
  - Cultivation and selection of city/county partners, including conducting outreach and reviewing and vetting applications;
  - Support the design and coordination of trainings for selected 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 partners, focused on program design, training, launch, data collection and analysis, and sustainability efforts.
  - Review regular data reports from local partners and prepare reports for initiative funders, policymakers, and other stakeholders.
- Lead pilots and other ad-hoc model enhancement efforts, including designing opportunities, collaborating with various internal teams and CFE Fund senior leadership, and managing implementation.
- Coordinate aspects of the FEC national learning community, detailing best practices across grantees and stakeholders, identifying learning areas or information-sharing opportunities, and facilitating remote and in-person events and meetings.
- Contribute to and support the development of processes and systems to further develop internal team knowledge management around effective technical assistance approaches, partner performance, partner trainings, and other related topics.
- Support fundraising efforts, contracting needs, and program budget management, including reviewing and analyzing financial statements.
- Other program work as necessary.

**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.
- A minimum of five years of relevant work experience with technical assistance delivery to a range of stakeholders, including senior-level government partners and community-based organizations or demonstrated experience working with or in local government, and understanding of local government processes, issues and politics.
- Familiarity in financial empowerment, asset building, anti-poverty efforts and/or community development.
- Demonstrated ability in identifying, cultivating, and maintaining external 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.
- Experience supervising staff, interns and/or external consultants preferred.
- Ability to take initiative and move projects forward in a fast-growing, entrepreneurial environment.
- Excellent attention to accuracy and detail
- Excellent written, presentation and negotiation skills.
- 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 Senior Associate title is \$70,000- 95,000 based on qualifications, worksite location, and team parity. The CFE Fund is an Equal Opportunity Employer. We seek applicants with diverse backgrounds and lived experiences that can help enhance our approach to supporting municipal financial empowerment efforts.

To apply, please email a resume and cover letter to [info@cfefund.org](mailto:info@cfefund.org). Please include "Senior Associate (FEC 2023)" in the subject line.