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## Program 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 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 **Associate** to support the [Financial Empowerment Center \(FEC\) initiative](#). 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 currently 30 cities and counties with municipally-led FECs, with dozens more municipalities in the planning process. The Associate will support the FEC team in providing guidance and support to local government administrations and their nonprofit partners to launch and sustain FECs, as well as support the rapid expansion and scaling of the FEC initiative across the country.

The Associate will be exposed to a variety of financial empowerment programming and will develop deep expertise in local government-led initiatives. This role is an ideal fit for an early career professional who wants to learn about local government processes, grow their professional skillset and content expertise, and work on an increasing variety of projects.

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

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### Primary Responsibilities:

Working closely with the technical assistance team, the Associate will support all aspects of managing the national FEC initiative, including but not limited to:

- Providing support to national FEC partners:
  - Develop resources to support municipalities to launch financial counseling programs, focused on program design, counselor training, partnership

development, data collection and analysis, and fundraising and sustainability efforts.

- Support the growing national learning community. Identify program implementation best practices, update and develop new resources to capture learnings, and engage in other program work as necessary to support the growth of the municipal financial empowerment field.
- Coordinate trainings for FEC staff, including financial counselors, nonprofit counseling providers, and government partners.
- Plan and facilitate virtual and in-person events, including event logistics, agenda setting, and day-of activities.
- Support in-person and virtual site visits to partner cities, including:
  - preparation of CFE Fund staff, consultants and on-the-ground partners to ensure efficient and productive visits; and
  - coordination of multi-partner meetings with a range of staff, local government leaders, funders, and other local stakeholders.
- Providing support for the technical assistance team:
  - Support the local government selection process for grants and other opportunities, including coordinating outreach efforts and reviewing applications.
  - Create and maintain organizational processes and systems that support grantmaking efforts, including RFP management, updating contract templates, managing contact listservs, and recording information in a centralized database.
  - Support internal knowledge management around technical assistance and delivery models, partner performance, and partner trainings, among other topics.
  - Support internal projects to improve CFE Fund's workflows, as well as enhance aspects of the FEC model.
  - Participate in ad-hoc projects to improve the FEC model, including around research studies, program pilots, communication and marketing efforts, and more.

#### **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.
- Excellent interpersonal and communications skills, with the ability to work with a wide range of national constituents, including government partners, community-based organizations, consultants, financial institutions, internal CFE staff, and other stakeholders.
- Ability to take initiative and move projects forward in a fast-growing environment.
- Strong problem solving and troubleshooting skills; attention to accuracy and detail; and written and presentation skills.
- Excellent time management skills; ability to work on numerous long-term projects simultaneously and prioritize work.
- Preferred
  - Familiarity working with or in local government, and understanding of local government processes, issues and politics strongly preferred.
  - Familiarity in financial empowerment, asset building, anti-poverty efforts and/or community development.

- Other preferred skills include familiarity with data collection systems, comfort with large databases, a demonstrated ability to manage external relationships, and experience with Slack, Asana, and Salesforce.

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. 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 stating your interest in this position to [info@cfefund.org](mailto:info@cfefund.org). Please include "Program Associate (FEC 2023)" in the subject line.

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