



Senior Principal (Bank On Operations)

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 expanding its team by seeking an experienced Senior Principal to direct the operations of [Bank On](#), one of the CFE Fund's signature national programs. The Bank On program comprises a varied portfolio of banking access initiatives including a group of nearly 100 national coalitions; partnerships with nearly 400 financial institutions with certified accounts; a national coalition fellowship program; a robust grantmaking array; and multiple local, statewide, and national banking access integration pilots and programs such as [Summer Jobs Connect](#). The Senior Principal will provide leadership managing these program and grantmaking operations, and will supervise a strong team of both senior and junior staff overseeing program design, partner technical assistance delivery, learning community events, and other large and complex Bank On operations. The Senior Principal will work with various internal CFE Fund teams including training, development, communications, research, finance, and contracts to ensure all programs and grantees are in compliance with and supported by CFE Fund resources. This position will report directly to the CFE Fund's senior management.

The ideal candidate will have experience in Bank On and/or other related complex and multi-program operations, staff management, program design and implementation, partner and coalition management. The ideal candidate also will be skilled in 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 dynamics of working in a small but national entrepreneurial organization. Direct experience either within or with local or state government also is highly valued, as the CFE Fund's primary grantees are governments and their partners.

This is a New York City-based position, 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 two 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 U.S. Center for Disease Control. This position will require frequent domestic travel.

Minimum Qualifications:

- A minimum of fifteen years of relevant experience, including staff supervision;
- A Bachelor's Degree, or at least twenty years of relevant experience in lieu of a degree;
- Experience with operations and project management, preferably with large social service programs or systems;
- Demonstrated ability in identifying, cultivating, and maintaining various stakeholder partnerships;
- Strong 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;
- Excellent time management skills, ability to multi-task and prioritize work;
- Attention to detail and problem solving skills;
- Excellent written and verbal communication;
- Strong organizational and planning skills;
- Proficiency in standard office technology and software including Windows, Zoom, MS Office; and
- Experience in local government, social services, financial empowerment, asset building, and/or community development strongly preferred.

The CFE Fund offers excellent benefits and competitive salaries commensurate with qualifications. The salary range for the Senior Principal title is \$125,000-175,000 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 "Senior Principal (Bank On Operations)" in the subject line.