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### Associate for Grants/Contracts

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; and
- Consumer protection in the financial services marketplace.

The CFE Fund is seeking a talented and experienced Associate to support the grantmaking and contract management components of the CFE Fund, under the leadership of the Senior Associate and working in close coordination with the CEO, Managing Director, administrative team, and program leads. The Associate will draft and edit contracts with grantees, vendors, and funders, and support other key grantmaking and administrative functions. The ideal candidate will be experienced 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 challenges of supporting a small entrepreneurial organization.

This position reports to the CFE Fund's Senior Associate who oversees all contracting and grants management. This is a New York City-based role, although exceptional candidates who must live elsewhere may be considered. New York City-based staff have the option of working in person from our NYC headquarters, or 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 at the CFE Fund's expense to NYC to meet with teammates.

#### **Primary Responsibilities:**

##### Grants Management

- Support the grantmaking cycle for all CFE Fund programs from partner selection through grant close, including performing due diligence for all applicants, maintaining grantee records, verifying the submission of grantee reports, and processing payment requests.
- Process incoming grants to the CFE Fund, including keeping organized records of grant timelines and requirements.
- Maintain the CFE Fund's grants management software system, Foundant, inputting all solicitations and managing proposal review, award, and reporting functions.
- Provide onboarding and ongoing training to grantees and applicants regarding compliance and Foundant.
- Coordinate with fundraising, finance, and program staff on reporting requirements.

### Contract Management

- Draft contracts and other agreements, working with the Senior Associate, program leads, and pro bono attorneys to customize templates to meet programmatic needs.
- Work closely with the Senior Associate and program leads to establish contract timelines, ensure compliance, and meet contractual deadlines and deliverables.
- Promote good long-term relationships through friendly and efficient grant contract negotiations, including employing creative and compliant solutions to obstacles encountered in negotiations to meet contracting parties' needs.
- Coordinate with the Senior Associate, program leads, grantees, and vendors when changes are needed during a contract, such as budget modifications, changes to payment method, and contract extensions.

### Organizational Management

- Work with program staff and database administrators to manage structured opportunities for collecting and sharing learning internally about the CFE Fund's municipal and nonprofit relationships.
  - Maintain the content of the CFE Fund's internal Salesforce-based database.
  - Recommend updates and changes to facilitate information sharing among teams and the collection of information from grantees.
- Assist in the CFE Fund's annual financial audit.
  - Work with the Senior Associate and finance team to review internal accounting of grants to ensure accuracy.
- Assist in the review of insurance policies.
  - Work with the Senior Associate to annually review the CFE Fund's insurance policies and ensure compliance.
- Other organizational tasks as needed.

### **Minimum Qualifications:**

- A minimum of two years of professional grants management, contract management, or paralegal experience in the nonprofit sector or foundation sector preferred.
- 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.
- Demonstrated knowledge of basic contract law concepts and grantmaking best practices.
- Strong attention to detail and a flair for problem solving.
- Excellent written and verbal communication. Ability to clearly explain positions; to listen carefully to understand other parties' concerns; to identify creative solutions to problems; and to summarize clearly and concisely contract and legal issues.
- Proficiency in standard office technology including Windows, Zoom, MS Office, and databases.

The CFE Fund offers excellent benefits and competitive salaries commensurate with qualifications. The salary range for the Associate title is \$57,700 – 75,600 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, and to [info@cfefund.org](mailto:info@cfefund.org) with the subject line "Associate for Grants/Contracts Application."