



Senior Associate (Financial Empowerment Center)

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 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 professional, one-on-one financial counseling as a free public service to enable residents to address their financial challenges and needs as well as plan for their futures. There are 35 cities and counties with municipally-led FECs, with dozens more municipalities engaged in the planning process through FEC Academy.

The ideal candidate will have experience leading program implementation, supporting partners, and 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 experience.

This position reports to the CFE Fund's Manager of FEC Operations. 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. Additionally, this position will require regular national travel.

Initial review of candidates will begin on February 17, 2025.

Primary responsibilities include but are not limited to:

- **Training and Technical Assistance**
 - Lead the delivery of technical assistance to a portfolio of FEC municipal grantees, including new and existing cities and counties that have launched or are planning to launch an FEC in their municipality.

- Facilitate regular technical assistance calls and be available via email to support strategic planning and program development, share best practices, ensure alignment to the FEC model, and troubleshoot emerging issues.
 - Coordinate 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 program site visits:
 - Provide guidance and resources to on-the-ground partners to ensure efficient and productive visits, including stakeholder engagement strategies, invitation 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.
 - Coordinate components 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.
- **Program Design and Management**
 - Work closely with the FEC team to manage all aspects of the FEC Academy initiative, including but not limited to:
 - Cultivate and coordinate selection process of city/county partners, including conducting outreach and reviewing and vetting applications.
 - Design and coordinate trainings, webinars, and in-person events for planning partners including event logistics, agenda setting, and facilitation.
 - Facilitate technical assistance calls to set the context for the work, provide in-depth overviews of the model, share best practices, and ensure FEC model alignment.
 - Lead pilots and other ad-hoc model enhancement efforts, including designing opportunities, collaborating with various internal teams and CFE Fund senior leadership, coordinating with external consultants, managing implementation, and monitoring pilot performance.
 - Coordinate with CFE colleagues to support fundraising efforts, ensure timely contracting with grantees, process payment requests, and ensure grantee compliance.
 - 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.
 - Other program work as necessary.

Monitoring, Reporting and Evaluation

- Review grantee reports and monitor the performance of the program, providing timely and tailored guidance to support program sustainability.
- Review regular data reports from local partners and prepare reports for initiative funders, policymakers, and other stakeholders.
- Coordinate with and support CFE Fund colleagues on research and evaluation projects related to the FEC.

Qualifications and Core Competencies:

- 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.
- Demonstrated experience working with or in local government, and understanding of local government processes, issues and politics.
- Familiarity with 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.
- Familiarity with Salesforce or similar CRM tools, and experience with project management tools such as Slack and Asana.
- Advanced interpersonal, communication, and facilitation 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 managing project teams and supervising 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 \$72,000- 94,000 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. Please include "Senior Associate (FEC 2025)" in the subject line.
