



POSITION ANNOUNCEMENT PROGRAM MANAGER

CFED is a leading national nonprofit working with diverse partners at the national, state and local level to create economic opportunity that alleviates poverty. CFED works to ensure that every American can participate in, contribute to, and benefit from the economy by bringing together community practice, public policy, and private markets in new and effective ways. We design and implement initiatives that transform markets and local communities; facilitate idea exchange through national and regional convenings; and spearhead public policy change linked to disciplined research and grassroots experience of effective practice.

We seek a **Program Manager** in our Washington, DC office to collaborate on the conception, development and implementation of asset-building demonstration projects and policy initiatives, support the product development and delivery of savings tools, and provide technical assistance and capacity-building support to community practitioners. Our successful candidate will thrive on open collaboration, intellectual curiosity, an energetic, entrepreneurial approach to challenges, an upbeat, collegial environment, and hard work and drive toward fulfilling CFED's mission of expanding economic opportunity for all Americans.

Responsibilities:

- Establish and maintain strategic relationships with external practitioners, subject matter experts and funders to identify new opportunities for collaboration, develop and advance existing projects and initiatives, and remain engaged on the current issues impacting the field
- Provide technical assistance to program partners and community practitioners, including program design and monitoring, advice, guidance, compliance support, and problem-solving
- Conduct research for, draft, and edit various internal and external communications, including reports, programmatic policies and procedures, alerts, website content, e-newsletters, articles, letters, concept papers and project proposals
- Engage in the marketing of various programmatic initiatives, collaborating with Communications staff on content, style, graphics, timing, etc.
- Manage the collection and synthesis of data from matched savings practitioners nationwide through tools such as online surveys, grantee reports, etc., with the intent of maintaining a repository of the state of the field, identifying priority needs, and informing CFED's advocacy activities
- Ensure the maintenance of program web pages to ensure content remains fresh, accurate and relevant

- Participate in the planning, coordination and implementation of conferences, webinars and conference calls, including CFED's flagship bi-annual conference

Preferred Qualifications:

- Either a Master's degree in political science, economics, public policy, city and regional planning, or other related fields, or an equivalent combination of educational and work experience
- Familiarity with the low-income asset building field
- Experience working with schools, community organizations, consumer financial institutions, and/or local governments; hands-on experience with matched savings accounts, postsecondary education, and/or other asset-building initiatives a plus
- Demonstrable ability to develop relationships with underserved low-income communities, particularly communities of color.
- Demonstrable ability to manage complex projects, including relationships with partner organizations, multiple sites, external consultants, and coalitions
- Ability to travel as needed to industry conferences, community partner sites, CFED convenings and other events
- Exceptional writing and communication skills, a responsive listener, and an effective public speaker and presenter
- Strong interpersonal skills and an ability to work in a team decision-making environment
- Intermediate to advanced user of MS Word, Excel, Powerpoint, academic and internet search engines
- Strong verbal and written communication skills. Must have prior experience quickly developing impactful written communications for a variety of audiences
- Experience with event planning and logistics desirable
- Demonstrably high degree of initiative and productivity combined with accuracy; ability to multi-task and meet deadlines
- Must be equally effective collaborating with a team and performing as an individual contributor

CFED offers an excellent salary and benefits package, reflective of the value we place on our staff. To apply, submit your cover letter and resume online at <https://home.eease.adp.com/recruit/?id=541056> . We believe that a multiplicity of backgrounds and perspectives are a strength and seek to continue to grow a diverse, highly committed, skilled and collaborative staff.