



Organization: Results for America

Role: Associate, What Works Cities

Location: Remote/flexible

Organization Overview

Results for America (RFA) is the leading, national nonprofit organization helping policymakers at all levels of government harness the power of evidence and data to solve the world's greatest challenges. Our mission is to make investing in what works the "new normal," so that, one day, all government leaders use rigorous evidence and quality data to inform important policy and funding decisions. We believe that data-driven and evidence-based policy decisions could significantly increase the impact of the over \$1 trillion that governments spend annually to advance economic mobility and racial equity.

Founded in 2012, RFA spent its first three years partnering with policy innovators to build the credibility of evidence-based policymaking, securing early and important wins in education, expanding its work to multiple levels of government and driving awareness and demand through carefully orchestrated education and communication campaigns. During its second phase (2015-2018), RFA worked to demonstrate the power of evidence-based policymaking in ways that resonate with an even broader universe of elected officials and policymakers. Now in its third phase of work, RFA intends to demonstrate that governments at all levels can make faster, more lasting progress in accelerating economic mobility for residents when they use evidence and data in decision-making. By creating specific issue-area wins, RFA will further cement support for evidence-based policymaking among all policymakers as the "new normal."

Department Overview:

What Works Cities, launched in 2015 by Bloomberg Philanthropies and led by Results for America, established the first-of-its-kind standard of excellence for data-driven, well-managed local government. What Works Cities Certification recognizes and celebrates local governments for their exceptional use of data to inform policy decisions, allocate funding, improve services, evaluate the effectiveness of programs and engage residents. The What Works Cities Certification journey begins for cities with the completion of an online self-assessment to benchmark their progress on data-driven governance. Upon completion of the self-assessment, each city receives a customized roadmap and an invitation to join the What Works Cities Community. The What Works Cities Community includes exclusive access to a broad ecosystem of expert partners who lead how-to sprints, coaching, peer connections, a resource bank, a city leaderboard, an online community forum, and more. Together, the Assessment and Community support cities in their efforts to achieve Silver, Gold, or Platinum Certification.

Position Overview:

Results for America is seeking a dynamic early career professional with a passion for improving the performance of city government and strong interest in program development, project management and stakeholder engagement to join the What Works Cities team. The Associate will provide administrative support to the Managing Director including working in conjunction with the scheduler to manage the Managing Director's schedule, preparing agendas and briefing material for internal and external meetings, as well as providing support on special projects. In so doing, the Associate will be crucial in providing the administrative, organizational and project support needed to drive the success of the What Works Cities program.



This is an exciting opportunity for a young professional who is eager to join a growing team and organization with a ready, willing and able approach to work and provide dynamic, detail-oriented help to an executive leader. This person should be a consummate professional, collegial team player and highly capable multi-tasker who can contribute effectively to multiple projects simultaneously.

Reporting Relationship.

The Associate will report to the Managing Director

Position Responsibilities:

Schedule Management (30%):

In conjunction with the Scheduler, support schedule management for the Managing Director as follows

- Schedule and manage flow of internal and external meetings (virtual and/or in person);
- Ensure agenda and calendar invitations are detailed and aligned with meeting goals, objectives and proactively shared with meeting attendees to allow timely preparation; and
- Provide foresight and thought on current and long-term meeting commitments and needs to ensure a sustainable and manageable pace, including by working closely with the Managing Director to prioritize and manage commitments to ensure time spent in meetings is aligned with goals, priorities and needs of the What Works Cities team and Results for America.

Meeting Preparation and Correspondence (25%):

- Ensure that the Managing Director is briefed and prepared for all internal and external meetings, including by working with What Works Cities and RFA team members to develop and provide background material, presentations, talking points, meeting goals, etc as appropriate;
- Conduct relevant desk research and draft documents (i.e. presentations, letters talking points, memos and/or emails) for meetings and subsequent follow-up on behalf of the Managing Director; and
- Assist with designing What Works Cities team retreats and other special projects for the team, as needed.

Travel Arrangements & Expense Reports (15%):

Please note that Travel may include funder/partner meetings, site visits, and public events.

Assist the Managing Director with travel preparation by:

- Researching travel options, reserving arrangements and drafting detailed itineraries/memos;
- Preparing itineraries/memos that include requisite background material on goal / objectives, meeting attendees and Managing Director's role expectations during travel;
- Coordinate the collection of supporting documents from the What Works Cities team, Strategic Communications as well as colleagues within Results for America. Complete routine and travel-based expense reports for the Managing Director.

Tracking (15%):

- Assist the Managing Director with tracking tasks and follow-up items from meetings (particular focus on What Works Cities team meetings) including individual staff deliverables to ensure timely responses and follow-up on internal and external projects;
- Support the management of What Works Cities expenses in partnership with WWC leadership and the Finance team;
- Review monthly team-related expense reports and flag items for the Managing Director as necessary; and



- Support the fiscal management of the team budget by WWC senior leadership by coordinating communications and issue resolution.

Special Projects (15%):

- Act as the What Works Cities team administrator for accounts (Slack, GSuite, Zoom) including subscription management, pending need as determined by RFA tech and finance teams; and
- Under the direction of the Managing Director, assist with special priority projects to help the What Works Cities team achieve their goals and objectives.

All RFA employees are expected to participate in the organization’s diversity, equity, and inclusion (DEI) efforts.

This is a full-time, exempt position.

Qualifications

Experience

- Bachelor’s degree and 3 (three) to 6 (six) years of experience supporting a senior-level executive;
- Experience contributing to projects, administrative processes or events;

Skills/Competencies

- Exceptional verbal and written communication skills;
- Superior organizational skills, attention to detail and dedication to completing projects in a timely manner;
- Experience coordinating simultaneous projects and successfully prioritizing among multiple tasks within a fast-paced initiative;
- Ability to engage, support and work with senior staff members as well as high level stakeholder, such as executives, elected officials, philanthropic donors, and other leaders;
- Capacity to be flexible and responsive in a dynamic environment while ensuring the executive of key objectives;
- Demonstrated ability to serve as a team player;
- Proficiency in Google Suite, Asana, MS Office, Word, Excel, PowerPoint and expense reporting systems (i.e Certify); and
- Appreciation for the vision of Results for American and of What Works Cities mission.

Position Experience/Competencies/Skills:

At Results for America, all staff members currently receive a compensation package that includes: (1) a salary aligned with RFA’s position level and salary bands and against similar nonprofit organizations; and (2) a suite of benefits that includes a choice of medical and/or vision and dental care, paid time off, a 403b retirement plan with employer match, and education and commuter benefits. The salary range for this position is **\$62,000 - \$72,000**

How to Apply

To apply for this position, please send your cover letter and resume to recruiting@results4america.org. The subject line of your email should read “YOUR NAME – Associate, What Works Cities”.



RFA is an equal opportunity employer that values/celebrates diversity and that follows a policy of making all employment decisions and personnel actions without regard to race, color, religion, national origin, sex, age, marital status, partnership status, personal appearance, sexual orientation, gender identity or expression, genetic information, family responsibilities, matriculation, political affiliation, disability, status as a victim of domestic violence, sexual offenses or stalking, military status, veteran status or any other category protected under federal, state or local law.