

Organization: Results for America, What Works Cities Program

Role: Associate

Reports to: Associate Director of City Progress

Location: New York, NY

Organization Overview

Results for America 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 address the needs of the most vulnerable Americans. 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 beginning 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."

Initiative Overview

What Works Cities is a Bloomberg Philanthropies initiative that is increasing local governments' use of data and evidence to improve the quality of life for city residents. What Works Cities helps US cities improve how they track and use information to make decisions about everything from economic development to public safety. What Works Cities is also building national momentum and developing resources to assist cities around the country in doing this work. Additionally, learning networks will provide ongoing support to cities on best practices and lessons learned across cities. In November 2018, Bloomberg Philanthropies, the Bill & Melinda Gates Foundation, and Ballmer Group announced a \$12 million project that will help communities analyze economic mobility in American cities and develop interventions that can increase residents' economic progress.

Position Overview

Results for America is seeking an driven professional, who works well in a team environment, to help build and implement our programs in cities and towns nationwide. Strong project management and interpersonal skills are essential, and attention to detail is paramount. This person will share open space with team members and will be involved in team interactions throughout their day-to-day work.

Position Reporting Relationship

The Associate, City Progress, will report to the Associate Director, City Progress.



Position Responsibilities

The Associate role will be mostly organized around three core areas of work: (1) city progress program execution overall; (2) execution of new placed based work; and (3) City Progress program development and iteration strategy. Specific position responsibilities include, but are not limited to:

Program Execution

- Lead a portfolio of client-cities through a team coaching model.
- Oversee the implementation of technical assistance provided by WWC partners within the same portfolio of client-cities.
- Support new initiatives and cross-initiative collaboration opportunities owned by the City Progress team.
- Provide desk research support to inform programmatic strategy decisions.
- Support City Progress team in the management of the partner consortium as needed.

Execution of new place based work - Tulsa, OK

- Working alongside the Director and Associate Director of City Progress to implement and execute on a new set of programs to assist the city of Tulsa, OK.
- Help develop and execute on a set of sustainability strategies with the city alongside the Director and Associate Director of City Progress
- Management of partners and partner responsibilities for specific place-based work in Tulsa, OK.
- Assist with funder grant reporting and capture of impact of our work with the city.

City Progress Program Development & Iteration

- Support city progress program development, testing, and iteration to ensure a world-class city experience.
- Assisting with the development and continuous improvement of the internal infrastructure needed for day-to-day service excellence and program coordination.
- Support information sharing processes with WWC partners and client-cities.
- Other programmatic related tasks as needed.

Administration

- Support the Director of City Progress with light administrative work as requested.

Position Requirements

The ideal candidate will possess the following qualifications:

- A Bachelor's degree is required or equivalent experience.
- A minimum of 3 years of work experience or related graduate experience
- Experience with and passionate for government innovation at the local level.
- Organizational skills including strong capacity to manage and coordinate simultaneous projects and successfully prioritize among multiple tasks within a fast-paced initiative.
- Excellent written and analytical skills
- Ability to think creatively and incorporate creative insights into product and process design.
- Commitment to a collegial workplace



- Sense of humor
- Exceptional attention to detail and organization
- Self-starter with the ability to work independently in very fast paced, results-oriented workplace
- Experience with design thinking principles is not required, but appreciated.
- High proficiency in project management software, Microsoft Suite, Google Suite. Experience using Salesforce, Adobe Creative Suite, and Tableau appreciated.

Salary range and benefits package: highly competitive.

How to Apply

If interested, please send a cover letter, resume, and salary requirements to recruiting@results4america.org, subject: "Associate, City Progress – Your Name". Please note that your cover letter should be no longer than one page and specifically detail your interest in this position.

Results for America is an equal opportunity employer and actively encourages people from minority groups and diverse backgrounds to apply for positions within our organization.

