



**Organization: Results for America**

**Role: Assistant, Strategy and Innovation**

**Reports to: Senior Manager, Strategy and Innovation**

**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 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.

### **What Works Cities (WWC) and Opportunity Accelerator Initiative Overviews**

What Works Cities, a Bloomberg Philanthropies initiative, helps city governments across the country improve residents' lives by using data and evidence effectively to tackle pressing challenges. Since its launch in 2015, we have helped more than 150 cities make progress on their most pressing issues, from health and public safety to homelessness and blight.

OA is designed to work in close partnership with state and local stakeholders to help advance economic mobility outcomes and eliminate racial gaps in outcomes for residents. OA seeks to do this by dramatically improving the impact of government investments in a small number of jurisdictions.

### **Position Overview**

Results for America is seeking a dynamic professional with a passion to join a mission driven team and improve internal operations. The Assistant reports to the Senior Manager of Strategy and Innovation and will work closely with various program leaders to support organizational strategy, teamwide communication, and special projects. This important role will assist Results for America's two initiatives, What Works Cities and Opportunity Accelerator, by improving existing systems for coordination, communication, and efficiency.

### **Position Reporting Relationship**

The Assistant, Strategy and Innovation reports to the Senior Manager, Strategy and Innovation.

## **Position Responsibilities**

The responsibilities of the Assistant, Strategy and Innovation include but are not limited to the following:

### **Organizational Support and Strategy (50%)**

- Prepare and disseminate communications such as high level reports, background materials, briefings, notes, and follow-up messaging for internal and external purposes.
- Support in improving current processes and coordinate organizational procedures for optimized collaboration, communication, efficiency, productivity, and team wellness.
- Represent the Strategy and Innovation team on specific working groups and committees, and help develop and maintain productive relationships with a range of stakeholders.
- Work independently on regularly due deliverables (such as weekly messaging or agendas).
- Understand the many moving pieces of an organization and use this understanding to see gaps and address them.
- Identify recommendations that promote team wellness and a culture of creativity and innovation.
- Provide general administrative support to the leadership team.

### **Teamwide Reporting and Convening (30%)**

- Attend teamwide meetings and support presenters or facilitators in agenda-building, note-taking, and running presentations.
- Support on weekly initiatives-wide funder reporting.
- Lead on note-taking and disseminating key information from staff meetings to the full team.
- Support daily operations for the WWC & OA office through collaboration with senior management and program leaders.

### **Special Projects (20%)**

- Work alongside Senior Manager and RFA Director of Talent and Operations to support new hires, including documentation and onboarding.
- Lead in Google Drive Filing System project to improve the organization and documentation of how files are saved. This project includes building a methodology or process to ensure organized and standardized naming, saving, and sharing of materials.
- Additional special projects may require the Strategy and Innovation Assistant to develop work plans, gather and synthesize relevant data, do research, analyze, and develop final recommendations.

Salary range and benefits package: highly competitive.

This is a full-time, exempt position at 40 hours per week. There may be instances where the Assistant is asked to work additional hours or travel, as needed.

### **Ideal Qualifications and Skills**

The ideal candidate will possess the following qualifications:

- College degree and/or 1-2 years work experience.
- Curiosity, with a passion for learning
- Exhibit a strong work ethic, excellent organizational skills, time management skills, and attention to detail;
- Excellent presentation, communications skills, and written skills
- Strong prioritization skills with the ability to keep track of and make progress toward multiple tasks
- A commitment to a collegial workplace; and
- Self-starter with the ability to drive projects forward and work independently in a fast-paced, results-oriented workplace.

### **How to Apply**

If interested, please forward a cover letter and resume to Human Resources at [recruiting@results4america.org](mailto:recruiting@results4america.org), subject: "Assistant, Strategy and Innovation – Your Name".

*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. AmeriCorps and other national service alumni are encouraged to apply.*