**Organization:** Results for America, What Works Cities Program

**Role:** Associate

**Reports to**: 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.

**Initiative Overview**

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.

**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 Director, City Progress.

**Position Responsibilities**

Specific position responsibilities include, but are not limited to:

* 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.
* Work with the Director of City Progress to manage and build an efficient process of selecting, onboarding, and managing our work with cities. Ensure there is an iterative and inclusive continuous improvement process of the internal infrastructure needed for our day-to-day service excellence and program coordination.
* Support City Progress program development, testing, and iteration to ensure a world-class city experience.
* Provide desk research support to inform programmatic strategy decisions.
* Support City Progress team in the set up and distribution of our lighter support models as is necessary.
* Support information sharing processes with WWC partners and client-cities.
* Other programmatic related tasks as needed.
* Support the Director of City Progress with light administrative work as requested.

**Position Requirements**

The idea candidate will possess the following qualifications:

* A Bachelor’s degree, or equivalent experience, as well as 3 to 5 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.

This is a full-time, exempt position at 40 hours per week. There may be instances where the

Associate is asked to work additional hours or travel, as needed.

**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.