Center for Economic Opportunity
Advisor
Job ID Number: 17733

About the Office:
The Center for Economic Opportunity works to reduce poverty and advance evidence-based policy in New York City through research, program design, performance monitoring, and evaluation. Part of the Mayor’s Office of Operations, the Center manages a dedicated annual Innovation Fund and works collaboratively with City agencies and other partners to create, implement, and oversee a range of anti-poverty programs, policies, and research projects. The Center’s in-house evaluation team works with nationally recognized, independent evaluation firms and City agencies to rigorously measure program impacts and provide objective evidence to inform decisions of whether to replicate, eliminate, or scale up programs. Currently, the Center is partnering with several different units within the Mayor’s Office and city government to execute special projects. Among these are the Young Men’s Initiative (YMI), the Children’s Cabinet, as well as new projects targeting families with young children.

Since 2010, the Center has managed multi-million dollar federal grants from the Social Innovation Fund (SIF) of the Corporation for National and Community Service. In 2015, the Center received a multi-million dollar federal grant through the Social Innovation Fund (SIF) for the Connections to Care program (C2C). C2C is a $30 million public-private partnership to evaluate the integration of mental health support at community-based organizations serving low-income and at-risk populations that struggle with unmet mental health needs. Connections to Care will give staff at community-based organizations the training to provide mental health services – such as screenings for common mental health and substance use disorders and mental health first aid – and track the impact of the Connection to Care program on those who will receive services to test its effectiveness.

About the Role:
The Center is searching for an Advisor to support the work of its Programs and Evaluation team, and to support the Social Innovation Fund C2C project. The Advisor will coordinate the design, implementation, program management, and evaluation for multiple Center initiatives and projects. The Advisor will also play a key role in C2C fundraising, funder relations and Learning Network activities, and support program implementation and oversight. The Advisor reports jointly to the Center’s Deputy Director of Programs and Evaluation and to the Director of the SIF at the Center.

Responsibilities include but are not limited to:
• Coordinate fundraising and funder relations activities, including drafting communications with funders and potential funders and tracking the schedule and requirements of reports to key stakeholders including the Corporation for National and Community Service and private funders
• Support the coordination of the SIF Learning Network with all program providers, partners and stakeholders, and support the SIF and Program & Evaluation teams with planning events, drafting communications materials, and coordination across a wide range of partners
• Provide assistance to the rest of the 6-person SIF team and the Programs and Evaluation team, and connect cross-program issues
• Monitor City agency progress in implementing programs and collecting relevant data for performance management and evaluation purposes; Analyze and assess programmatic data
• Assist in the research, development, and management of new CEO initiatives
• Participate in the preparation of summary data reports, case studies, and research briefs to inform programs and policies addressing poverty and related issues in New York City
• Manage external evaluators in developing, implementing, and finalizing evaluations, and work with CEO team to support dissemination of evaluation findings and other lessons learned to various constituencies
• Develop and foster productive working partnerships with policymakers, government agencies and departments and partner organizations
• Execute special projects as necessary.

Qualifications:

• Bachelor’s degree + at least one year relevant work experience
• Excellent analytical ability and writing skills
• Familiarity with anti-poverty policies and programs
• Experience in program design and research
• Demonstrated success at coalition-building and building partnerships
• Flexibility to meet multiple and unpredictable demands
• Initiative, persistence, and positive attitude
• Highly organized and detail-oriented
• Well-developed interpersonal and team working skills
• Ability to work independently and as a task team leader and unit team member

Salary: Commensurate with experience.

To Apply: Please submit a resume, cover letter and three (3) references to Candidate Application

New York City Residency Is Required Within 90 Days Of Appointment
The City Of New York And The Office Of The Mayor Are Equal Opportunity Employers