

## Programs and Policy Associate

### **THE MAYOR'S FUND TO ADVANCE NEW YORK CITY**

The Mayor's Fund to Advance New York City is a 501(c)(3) nonprofit organization working with more than 30 City agencies and offices, 300 institutional funders, and 100 community-based partners. The Mayor's Fund and its partners advance initiatives that improve the lives of New Yorkers from all walks of life and across all five boroughs.

Established in 1994 (formerly Public-Private Initiatives), the organization has grown to become an important vehicle for foundations, corporations and individuals to contribute to programs that enhance the lives of New Yorkers. In particular, the Mayor's Fund has made strategic investments to promote mental health services for all New Yorkers, increase workforce development opportunities for young New Yorkers, and meet the needs of New York City's diverse immigrant community.

### **THE POSITION**

Reporting to the Director of Programs, the Programs and Policy Associate will manage a portfolio of City agency programs with Mayor's Fund investment to ensure programmatic effectiveness, efficiency, and compliance.

### **The positions requires that the Programs and Policy Associate:**

- Facilitate meetings with City Agency partners and donors.
- Assist with contracts, development, and program management.
- Manage the Mayor's Fund general email inbox daily.
- Prepare payment authorization forms with supporting documentation for payment processing on a weekly basis
- Provide general ledgers to agency partners each month.
- Draft the Mayor's Fund Weekly report template for the team
- Support the senior team with various administrative tasks



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## **THE QUALIFICATIONS**

The successful candidate will join a fast-paced environment with an opportunity to build meaningful and long-lasting public-private partnerships for the benefit of all New Yorkers. The candidate should have the following:

- Commitment to the advancement of New York City.
- Minimum of three (3) years of work experience in program management, public policy, grants management, or a similar area.
- Bachelor's degree required.
- Excellent project management skills with an ability to manage multiple projects at once.
- Superior writing skills and attention to detail.
- Demonstrated commitment to public interest, philanthropy, or social entrepreneurship.

## **COMPENSATION AND BENEFITS**

The salary for this position is \$68,500 annually. The Mayor's Fund also provides its employees with a robust benefits package that includes employer-paid health, vision, and dental insurance, employer-funded Health Savings Account, retirement plan with matching employer contributions, and generous paid time off, including wellness days.

## **WORK SCHEDULE**

The position offers a hybrid work schedule with an expectation to be in the office, (located at 253 Broadway, New York, NY 10007) or in the field for meetings and events as required by senior leadership. Candidates must have residency in New York City at the time of application for this position.

## **HOW TO APPLY**

Attach a resume and cover letter in an email to [mfoperations@mayorsfund.nyc.gov](mailto:mfoperations@mayorsfund.nyc.gov) with "Programs and Policy Associate" in the subject line.

The Mayor's Fund to Advance New York City is an Equal Opportunity Employer. For more information about The Mayor's Fund to Advance New York City please visit <http://www.nyc.gov/fund>.