

**NYC Office of the Mayor
Deputy Mayor for Health & Human Services
Center For Economic Opportunity (CEO)
Job Announcement for the Social Innovation Fund Fiscal Coordinator**

The NYC Center for Economic Opportunity (CEO) was established by Mayor Michael Bloomberg to develop new and innovative strategies for moving poor NYC residents out of poverty. The initiatives increase education and employment opportunities and foster economic stability. The projects are implemented by 20 City agencies and funded by an annual \$100 million public/private commitment. CEO evaluates all its programs and has an ambitious research and policy agenda.

CEO received a multi-million dollar federal grant through the Social Innovation Fund (SIF) to replicate five of its initiatives throughout the country in partnership with the Mayor's Fund to Advance New York City, MDRC, multiple other city mayors and private foundations.

CEO is searching for a Fiscal Coordinator to oversee all financial aspects of the grant. The Fiscal Coordinator will work closely with foundation and evaluation partners – the Mayor's Fund to Advance NYC and MDRC, and nonprofits throughout the country.

Salary Range: \$60,000 to \$80,000

Job Responsibilities for the Social Innovation Fund Fiscal Coordinator include, but are not limited to:

- Collaborating closely with finance staff from Mayor's Fund to Advance NYC and MDRC
- Reporting on finances as required by the Corporation for National and Community Service and private foundations
- Serving as financial contact for the Corporation for National and Community Service
- Reviewing all budgets and expenditures of grant and sub-grant recipients, including Mayor's Fund to Advance NYC, MDRC and local nonprofits
- Distribution of funds on a regular basis to sub-grantees

Preferred Qualifications and/or Skills:

- Bachelor's and/or Master's Degree in Business Administration, Budget, Financial Management or Public Administration
- Knowledge and experience with the fiscal management of large federal grants, budgeting, finance
- Understanding and/or working knowledge of city, state, and/or federal government
- Understanding of program design and evaluation
- Flexibility to meet multiple and unpredictable demands
- Initiative, persistence, and positive attitude
- Highly organized and detail-oriented
- Strong analytical/financial management skills
- Ability to work independently and as part of a team

The Center for Economic Opportunity reports to the Deputy Mayor for Health and Human Services. The Deputy Mayor for Health and Human Services assists the Mayor in managing social service delivery in New York City. The Deputy Mayor for Health and Human Services directly oversees the Department of Health and Mental Hygiene, the Health and Hospitals Corporation, the Office of the Chief Medical Examiner, the Department of Correction, the Department of Probation, the Department of Homeless Services, the Human Resources Administration, the Administration for Children's Services which includes the Department of Juvenile Justice, the Department for the Aging and the Center for Economic Opportunity.

Please visit our website for more information on CEO and its programs www.nyc.gov/ceo.

To Apply: Submit a cover letter and resume to: CEO@cityhall.nyc.gov.
Please be sure to indicate the job title you are applying for in your cover letter.

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