
Job Title	Policy Associate (Budget Financial Planning)
PVN ID	VB-2408-006384
Category	Managerial and Professional
Location	OFFICE OF SR VC-BUDGET, FINANCE & FISCAL POLICY
Department	CUNY Institute for State and Local Gover
Status	Full Time
Annual Salary	\$65,000.00 - \$85,000.00
Hour(s) a Week	35
Closing Date	Oct 06, 2024 (Or Until Filled)

General Description

ISLG is an institute within the City University of New York (CUNY). The Institute's mission is to work with government and non-government organizations to improve operations to produce better results worthy of public investment and trust. The Executive Director is Michael Jacobson, whose career in public service includes holding senior positions in the NYC Office of Management and Budget, serving as NYC Commissioner of Probation and later Corrections Commissioner, and running the nonprofit Vera Institute of Justice. For more information about ISLG, please visit www.islg.cuny.edu.

The Institute is hiring a Policy Associate to support the Operations Team, which works to improve Budget Management and Financial Planning in government and non-profit operations. Projects within this portfolio enhance performance in government and non-profit agencies through customized and easily implementable solutions that increase operational efficiency and effectiveness.

Applicants may also be considered for hire as a policy analyst or a senior policy associate, depending on their qualifications and prior work experience.

Position Description

This position will support ISLG's comprehensive review of internal, budget management and financial planning capacity of our local government partners. This effort is part of the ISLG mission to craft the research, policies, partnerships, and infrastructure necessary to help government and public institutions work more effectively, efficiently, and in the interests of all communities. This will apply the lessons ISLG leaders brought to addressing NYC's financial crisis to focus on budget management and financial planning for our government partners.

This project aims to ensure long-term sustainable financial health, independent budget operations, and financial policy objectives in public finance. As part of this effort, staff analysts work in a collaborative environment on a fast-paced team within the Institute and may, among other responsibilities:

- Assist in a variety of tasks including research, reviewing and designing processes to optimize

performance or create efficiencies, and budget/financial analysis.

- Participate in stakeholder collaboration and communication, such as conducting interviews, planning meetings and workshops, taking detailed notes/minutes, and drafting of communications in both English and Spanish.
- Perform qualitative and quantitative assessments of all aspects of government operations.
- Work with and analyze large, complex datasets to create economic and/or operational models.
- Participate in review of budget management and financial planning processes, including review of organizational capacity, timelines, transparency, accounting standards, internal controls, and other sound fiscal practices.
- Assist with developing extensive, detailed, and methodological reports, recommendations, and other documentation based on quantitative and qualitative analysis
- Present complex data in a meaningful and effective way for public sector clients.
- Assist with assessing and mitigating risk and liabilities for large-scale, public-sector projects.

Other Duties

Qualifications

Minimum Qualifications:

- An advanced degree (MA/MS degree) in public policy/public administration, business, finance, accounting, or a social science field with a strong quantitative concentration; OR, Bachelor's degree plus experience as shown below; OR, any equivalent combination of education and experience.
- Demonstrated subject matter expertise shown by at least (1) years of experience in any of the following functional areas: State or City Budget Process/Development, Legislative Analysis, Capital Budgeting, Budget Management, Government Accounting, Economic & Revenue Forecasting, Economic & Financial Modeling, Long-Range Budget and Financial Planning, Infrastructure Finance, or other areas related to public sector budget and financial operations.

Knowledge, Skills & Abilities:

- Proficiency in Excel, PowerPoint, other Microsoft tools and Google suite.
- Strong analytical background: experience using large datasets, performing financial data analysis, and quantitative and qualitative analysis.
- Spanish language professional oral and written skills highly desirable.
- Availability for frequent travel to clients.
- Demonstrated familiarity with government financial management and statutory frameworks.
- Understanding of public sector trends and state and local governance structure.
- Exceptional interpersonal skills with the ability to create and maintain excellent working relationships with ISLG's partners, including government, foundations, and community partners.
- Strong time management skills and experience working in deadline-driven environments across multiple priority projects.
- Ability to adapt to changing demands and requirements as projects develop, and the ability to participate in collaborative project development with diverse internal team members and external stakeholders.
- Ability to problem solve and make clear recommendations.

- Excellent oral and written communication skills.
- An exceptional commitment to accuracy and attention to detail.
- Strong work ethic, flexibility, creativity, and a professional demeanor.

This is an exceptional opportunity to work hand-in-hand with government on important strategic initiatives, and to contribute to building a portfolio of work in an Institute with a talented and multi-disciplinary team producing a rigorous and impactful body of work.

This is a full-time position in New York City with a salary range of \$65,000-\$85,000 and excellent benefits, including:

- Comprehensive medical/dental/vision insurance
- Paid vacation and personal days
- Paid sick leave
- CUNY tuition reimbursement program
- Pre-tax benefits for transit and healthcare costs
- Family/parental leave
- Life insurance
- A retirement plan with employer contribution.

Our staff also benefit from:

- A positive work/life balance.
- Opportunities for advancement within the organization.
- Engagement with the broader CUNY network.
- Working with organizational leadership who have years of significant public sector and policymaking expertise.

This position is hybrid and based in New York City. CUNY ISLG staff work out of the Midtown office two days a week of their choosing and the remaining three days a week remotely.

How to Apply

To apply for this role please submit a cover letter describing your qualifications and interests and attach your curriculum vitae. Questions about the position can be addressed to info@islg.cuny.edu. Application review will commence immediately and continue until the position is filled.