



## *Bank On Cleveland Fellow Job Description*

Salary: \$60,000 - \$65,000

Opening Date:

Closing Date:

### Bank On Cleveland Fellow

#### Background

As a part of Bank On, cities across the country have formed coalitions to expand banking access efforts; to date, at least three million people have opened bank accounts certified as meeting the [Bank On National Account Standards](#). The [Cities for Financial Empowerment Fund](#) (CFE Fund), leads the national Bank On initiative and the multi-city Fellowship Program. The Bank On Fellowship Program is a national initiative focused on building a multi-city cohort of successful Bank On program coordinators, equipping them with the training, tools, and resources to make significant advancements in local banking access efforts and at the same time generating best practices for other coalitions around the country. Please refer to [www.cfefund.org/bankon](http://www.cfefund.org/bankon) for more information about the national Bank On movement.

The Department of Community Development is seeking a skilled professional to serve as our BankOn liaison to the BankOn Cleveland coalition. Our aim is to strengthen the relationship between the city, local banking institutions, community stakeholders and the people that we serve. This position will require candidates to be highly collaborative and excellent at building relationships with partners inside of and external to the city government.

#### Fellow position

The Bank On Fellow will be a member of the Bank On Fellowship cohort who will work collaboratively to provide leadership to Bank On Cleveland initiative to make significant advancement in local banking access efforts. The Fellow will be responsible for directing and realizing the vision of Bank On Cleveland, overseeing day-to-day operations, and coordinating with the CFE Fund. This fellowship is a *minimum two-year commitment*, with the expectation to continue to lead the Bank On coalition beyond the Fellowship.

#### Key job responsibilities include the following:

- **COALITION MANAGEMENT:** Cultivate new and existing relationships with local, regional, and national partners including city, county and state officials; banks and credit unions; community organizations; researchers and advocates; and banking regulators including the Federal Deposit

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Insurance Corporation, Federal Reserve Bank, Office of the Comptroller of the Currency, Department of the Treasury, and National Credit Union Administration. Develop and support a multi-sector Bank On Advisory Committee (if applicable).

- **BANK ON NATIONAL ACCOUNT STANDARDS:** Work with financial institutions who do not yet offer nationally certified products that meet the [Bank On National Account Standards](#) to achieve certification.
- **PARTNERSHIP INTEGRATION:** Identify and cultivate opportunities to incorporate banking access into existing program infrastructure. Work with program partners to implement successful integrations. Lead meetings with senior staff within municipal agencies, financial institutions, and community-based organizations to develop and advance local coalition initiatives.
- **PROGRAM ADMINISTRATION:** Design Bank On Coalition strategy, manage Bank On program budget, oversee Bank On team (as applicable)
- **DATA:** Track, analyze and report data about Bank On activities.
- **CONTENT EXPERTISE:** Serve as a resource to the community around banking and financial empowerment issues.
- **SUSTAINABILITY AND FUNDRAISING:** Identify and cultivate relationships with local funders and public funding source entities to seek ongoing public and private support to ensure program remains financially sustainable. Identify and leverage opportunities for in-kind and pro bono support for the program.
- **MARKETING/MEDIA:** Create an appropriate marketing and outreach strategy to reach unbanked local residents. Incorporate public service messages to encourage opening of safe and affordable accounts.
- **TRAINING:** Work with relevant partners to ensure awareness about and accessibility to certified banking products. Lead forums and manage external relationships to communicate the value and mission of program
- **LEARNING COMMUNITY:** Work with the CFE Fund to support the local Bank On program model and coordinate on the multi-city Fellowship cohort initiative. Actively participate in the Bank On Fellows learning community opportunities. Assist in reporting to the CFE Fund on Fellowship activities and program progress.
- **COMPLEMENT BANKING ACCESS GOALS:** Train program partners who will engage clients around financial education and banking access issues.
- **TRAVEL AND VIRTUAL CONVENING** (depending upon public health guidelines): As applicable, some national and local travel, as well as participating in a two-day in person training in September of 2023 led by CFE Fund staff and other field experts.

## Minimum Qualifications

### Education

- Bachelors degree and 5-7 years of professional experience preferred



- Masters degree in Business, Social Science, Public Administration or a field directly related to the type of work performed preferred

### Experience

- Minimum of two years of experience in financial services, lending, policy and advocacy, community or economic development preferred.
- Relationships/network with community, including financial institutions, community-based organizations and local government strongly preferred.
- Familiarity with financial empowerment issues including banking, mainstream financial products, and Community Reinvestment Act preferred
- Familiarity with challenges facing unbanked/underbanked individuals preferred
- Experience with public speaking and communications experience required
- Experience in grant writing/budget management preferred

### Skills

- Advanced interpersonal and communication skills with the ability to work closely with a wide range of constituents, including comfort leading meetings with senior-level staff within municipal agencies, financial institutions, government partners, funders, and community-based organizations required
- Excellent written and presentation skills required
- Compassion and understanding of the social issues/structures surrounding the complexities of being unbanked.

We are committed to creating a diverse and inclusive environment that recruits, employs, develops, compensates and promotes based on qualifications and is proud to be an equal opportunity employer. The City of Cleveland understands and values our differences in gender/gender identity, race, ethnicity, religion, national origin, age, marital status, sexual orientation, physical or cognitive ability, and military/veteran status, among others, provide us with a competitive advantage to best serve our employees, stakeholders and communities we serve.