

# What Works Cities



**Organization:** Results for America, What Works Cities Initiative

**Role:** Associate

**Reports to:** Director of City Programs

**Location:** New York, NY

## Program Overview

What Works Cities is a Bloomberg Philanthropies initiative striving to increase local governments' use of data and evidence to improve the quality of life for city residents. What Works Cities will provide technical assistance to 100 US cities around the country, improving how they track and use information to make decisions about everything from economic development to public safety. What Works Cities is also building national momentum and developing resources to assist cities around the country in doing this work. Additionally, learning networks will provide on-going support to cities on best practices and lessons learned across cities.

## Role of Results for America

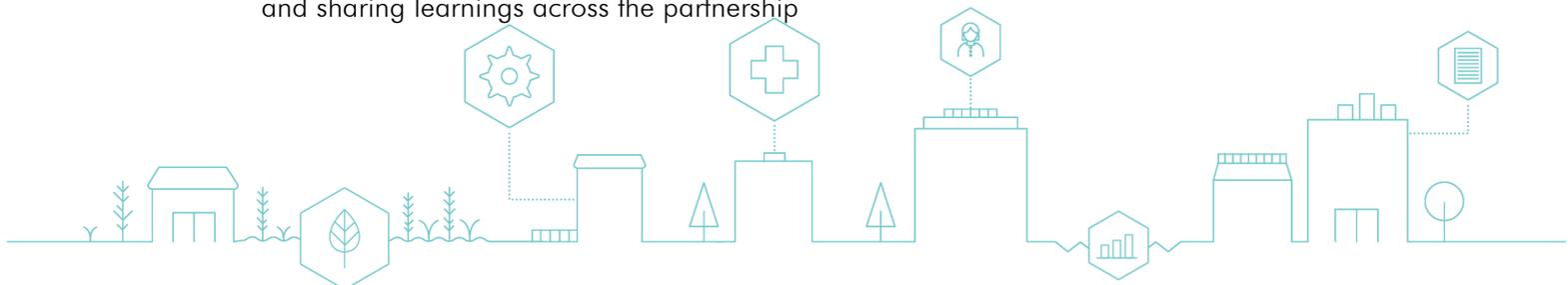
Our team at Results for America serves as the What Works Cities Campaign Manager. In this role, we collectively own the success of this effort and continue to build it into a powerful and successful initiative. We ensure the effective operation of What Works Cities, including managing city relationships, coordinating the management of the What Works Cities partners and resources, and driving national communications and engagement around this work. Results for America is the center of gravity for a broader consortium of partners who collaborate to drive this work.

## Job Description:

Results for America is seeking an experienced project management professional, who works well in a team environment, to help build and implement our programs in 100+ cities nationwide. Strong project management and interpersonal skills are essential, and attention to detail is paramount. This person will work closely with all members of our team on their work and building What Works Cities into an impactful national initiative.

Responsibilities include but are not limited to:

- Assisting with the management of cities participating in the initiative
- Overseeing the implementation of technical assistance in a certain number of new What Works Cities
- Working with the What Works Cities leadership team on the development and continuous improvement of the tools and processes for the city programs
- Building, managing, and coordinating transparent processes to ensure proper monitoring and evaluation of cities
- Supporting a high quality experience for cities participating in the initiative
- Managing the initiative knowledge management program, including capturing, synthesizing and sharing learnings across the partnership



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- Analyzing and evaluating the effectiveness of the program, including participation of third party evaluations, and developing recommendations for improvement
- Other tasks and projects as assigned and necessary

The ideal candidate will possess the following qualifications:

- A Bachelor's degree is required
- A minimum of 5 years of work experience, more experience preferred.
- Outstanding organizational skills including strong capacity to manage and coordinate simultaneous projects and successfully prioritize among multiple tasks within a fast-paced initiative
- Excellent written and analytical skills
- Enthusiasm for working in a start-up environment, building a new initiative
- Commitment to a collegial workplace
- Sense of humor
- Exceptional attention to detail and organization
- Self-starter with the ability to work independently in a fast paced, results-oriented workplace
- High proficiency in project management software, Microsoft Suite, Google systems
- Certified Project Management Professional or equivalent experience preferred.

This is a full-time, exempt position based in New York, NY. If interested, please forward a thoughtful cover letter, resume to Human Resources at [recruiting@americaachieves.org](mailto:recruiting@americaachieves.org)

*America Achieves is an equal opportunity employer and actively encourage people from minority groups and diverse backgrounds to apply for positions within our organization.*

