



Budget & Finance Associate Public Sentiment

New York, NY or Remote
www.publicsentiment.org

This is a full-time (30-40 hours/wk) position, well-suited for those seeking seasonal internship, or seasoned candidates looking for high-value opportunity to contribute to mission-driven work

Send Nominations or Cover Letter and Resume to:
Mike Lenihan, Founder and CEO
milenihan@publicsentiment.org

The Opportunity

[Public Sentiment](http://www.publicsentiment.org) is a nonprofit engagement design firm that uses data and dialogue to create real solutions to local community challenges.

We are excited to add the new role Budget and Finance Associate to our team. The Budget and Finance Associate is responsible for supporting and contributing to the overall financial strength of the start-up, and will play an outsized role in building the internal processes, controls, and systems that will enable the organization to grow.

The Associate will have significant facetime with the organization's leadership, bookkeepers, Treasurer, external advisors, and potentially funders. Skills development and continued learning are important aspects of the role, and the Budget and Finance Associate will work with leadership to develop and execute a professional development plan that furthers both the organization's strategic goals and the Associate's impact.

This is an extraordinary opportunity for a motivated, self-started MBA with significant experience with financial modeling and quantitative reasoning. We are seeking a partner in building the financial success and independence to propel Public Sentiment to the next level

so we can achieve our urgent mission: building trust and understanding between communities and those who serve them to create more social cohesion, equitable development, and responsive government.

Please note: *The Associate will be a valued, collaborative partner who can bring expertise and knowledge to the role, and who may stay on longer-term as mutually-agreed. In turn, the Associate can expect to receive an opportunity for expanding and enhancing their own knowledge of nonprofit startups, our application of community engagement to social impact work, and strategies for mobilizing and building stakeholder engagement around mission-driven work.*

About Public Sentiment

Public Sentiment helps decision makers in government, business, and communities solve local problems using genuine community engagement run through community networks and powerful digital tools. We believe that when we have safe and trusted opportunities for dialogue, we can better understand ourselves, our relationship to others, and our place in the world. We are a small team, with a committed and active board coming from Google, HP, Reitler, private equity firms, and local Brooklyn nonprofits, among other organizations.

Currently, we have several ongoing programs and internal initiatives, including our flagship program: Brownsville Sentiment. Brownsville Sentiment is a project to support community relief and recovery efforts around COVID-19 in Brownsville, Brooklyn. We are focused on addressing the pandemic's impact on residents' mental health, wellbeing, and social connection. Data and insights produced through community engagement and research will be shared with local policymakers, decisionmakers, and community-based organizations to improve ongoing recovery strategies, service delivery, and policy design.

About the Role

The budget and finance associate will work with the leadership of Public Sentiment to help build a suite of tools and models that will help leadership, staff, and program partners make informed decisions about program scope and organizational growth.

Responsibilities

- Build cash flow modeling and generate reports in close collaboration with leadership, bookkeeper, Board, and program staff
- Help develop and execute calculations of financial indicators for programs as needed
- Develop and maintain budget and financial report templates and implement modifications as needed

- Assist in the preparation of the monthly, quarterly, and the year-end report packages for Senior Leadership
- Generate monthly reports including accounts payable reconciliation, accounts receivable reconciliation, and balance sheet audits
- Drive financial analysis to grow budgets, including RFPs and grants
- Contribute to formation of internal systems that help program staff monitor program expenses and revenue against approved budget and develop budget modification as needed
- Share resources and information with Program Staff - oftentimes Community Members running local projects - on effective and best practices for budget management,
- Support leadership in evaluating and developing proposals and budgets

Skills & Knowledge

- Ability to create and manage nonprofit budgets
- Excellent written and verbal communication skills
- Ability to provide accounting services
- Proficient in QuickBooks Online and Google Suite (Sheets)
- Excellent organizational skills and attention to detail
- Thorough understanding of budgetary and accounting principles, practices, and policies
- Ability to extrapolate financial and budgetary implications from organizational strategy
- Contribute to broader organizational discussions around organization growth, drawing on knowledge of organization's finances, helping leadership make informed decisions grounded in sound financial management practices

Preferred Attributes

- Passionate about community engagement, civic participation, and local initiatives centered on community wisdom
- Demonstrable Experience in financial analysis, reporting, and budgeting
- Comfort working in a decentralized, dynamic, start-up environment
- Non-profit financial management experience favored
- Established work experience with Google Sheets, Excel, and/or QBO
- Strong math, analytical and technical skills
- Highly organized, detail oriented, and service oriented

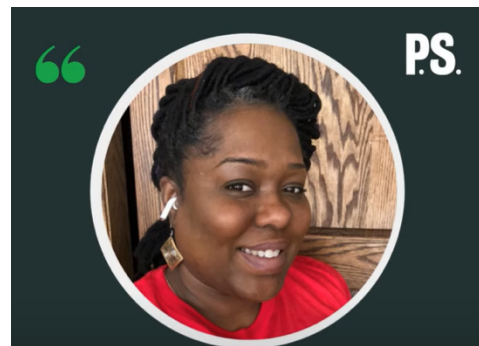
Timing & Compensation

- Flexible work hours, estimating 30-40 hours per week; available to start immediately
- Minimum three-month engagement, with potential to extend
- Remote or hybrid work setting (leadership is based in NYC)

- Skills development and training from seasoned professionals in program development, business strategy, strategic communications, advocacy campaigns, and visual branding and design
- Close collaboration with world-class institutions (NYU, UC Berkeley) on social psychology, survey design, data analysis, and translation of information to broader audiences
- Interaction with community leaders, city officials, and state officials as representative of Public Sentiment, with close support from leadership

About Brownsville Sentiment

Launched as part of NYC’s response to the COVID-19 pandemic, Brownsville Sentiment helps create greater social, financial, and health equity in the community – working with local leaders, City government, and businesses and organizations to strengthen and scale effective solutions designed by, with, and for Brownsville residents like Community Engagement Officer and Public Sentiment board member, Malene Brissett.



Malene Brissett: What Brownsville Sentiment Means to Her
[Click to watch the Video.](#)

Brownsville, Brooklyn (NY) is a vibrant community in eastern Brooklyn, made up of 112,000 residents, and over 200 community-based organizations like Brownsville Community Culinary Center, United for Brownsville, God Squad, and Brooklyn Community Justice Center (CCI). The neighborhood is home to the iconic Brooklyn Public Library on Stone Avenue (one of the city’s last Carnegie Libraries built in Brooklyn), three parks, including the New York City landmark, Betsy Head Play Center, and the famed “Soul in the Hole” street basketball court located in the Brownsville Houses.

During the COVID-19 pandemic, the community endured more than its share of loss and economic hardship. Infection rates among residents were twice that of the City’s average (41%), and there are ongoing debates over the vaccine’s safety and efficacy.



In the ongoing initiative, Brownsville Sentiment Equity Project, Public Sentiment has brought together a 21-member team of Brownsville community leaders, community organizers, and brain and behavior researchers working to develop solutions that benefit the Brownsville community.

Since launching, the Brownsville Sentiment team has:

- Engaged nearly 1,000 people in the Brownsville Sentiment Survey (including both participants, and “Sign-Ups” for ongoing surveys)
- Distributed over \$8,500 in compensation to Brownsville Residents (non-project members) for their active participation in community-led initiatives
- Involved and sustained City government officials’ support from critical agencies, including NYCHA, NYC’s Economic Development Corporation, and the Mayor’s Office for Economic Development Service Design Studio to participate in facilitated Solutions Workshops
- Delivered 25 new printers, valued at over \$8,000, to Brownsville-based CBOs during the 2020 lockdown to facilitate remote work for essential service delivery and care-providers, including pre-k programs, food pantries, addiction support groups, and faith-based organizations. This initiative was run after initial feedback from the community showed a serious need for remote-work technologies.
- Conducted two COVID-19 Vaccine Town Halls, one catering to the Brownsville and Brooklyn community, and another to the Bronx. Town Halls featured members of Councilwoman Ampry-Samuel’s office, the CDC Foundation, and Brookdale Hospital, and the BronxHealth network. As a testament to the grassroots network built by the CEO’s, a similar town hall hosted by NYC Council the week preceding ours had 6 attendees; our Brownsville Sentiment town hall hosted 60 attendees, ten times as many.
- Run Brownsville Sentiment skills development workshop on measurement, survey design, and statistics to help develop and keep new skills within the Community’s workforce. Planning is underway for additional workshops on grassroots organizing techniques and strategies.

Public Sentiment Leadership

Mike Lenihan is Founder & CEO of Public Sentiment.

Mike's mission is building trust between people. Through Public Sentiment, he is helping marginalized people be heard, and helping people on opposing sides of big issues better understand one another.

Mike has lived life on both sides of a big issue himself – he came out in the middle of the U.S. marriage equality battle. It took Mike thirty years to find his voice and to use it. This formative experience shapes Mike's work bridging social divides and correcting misperceptions to reduce destructive conflict.



Before wearing an entrepreneur hat, Mike worked at the Clinton Global Initiative helping organizations around the world scale impact and share learnings and narrative-changing stories. He also worked for the policy think tank European Stability Initiative in Berlin and Istanbul, and for Hattaway Communications, doing research and message development for progressive organizations like The Ford Foundation, Knight Foundation, CARE USA, and Harvard School of Public Health.

He holds a Bachelor's in Public Policy and Law from Trinity College, and a Master's in International Affairs from Columbia University, specializing in international conflict resolution.

How to Apply

Public Sentiment believes societies are strongest and most vibrant when everyone has an opportunity to participate. The organization affirms this belief in its hiring practices.

We actively seek candidates from all backgrounds, and especially those who can draw on experiences from historically underrepresented communities, including: people with physical, biological, or neurological disabilities, LGBTQ+ people, people of color, people from low-income families, or first- or second-generation immigrants or refugees.

When applying, please feel free to include information about your unique and valuable experiences.

**To apply or to recommend qualified candidates,
please send resume and introductory paragraph to:**

Mike Lenihan, Founder and CEO
milenihan@publicsentiment.org