



GROUNDSWELL FUND

JOB ANNOUNCEMENT

EXECUTIVE ASSISTANT

Reports to:	Executive Director
Works with:	Funder Organizing Department
Location:	This is a full-time telecommuting position.
FLSA/Classification:	Non-Exempt, Full-time, Regular
Salary:	\$70,000 annually or commensurate with experience

Overview: [Groundswell Fund](#) is a public foundation that resources intersectional, solidarity-based grassroots organizing work that centers Black women, Indigenous women and other women of color including Transgender women of color. We fund within many social justice movements and are the largest funder of the U.S. Reproductive Justice (RJ) movement. For more than a decade, we have enabled foundations and individual donors to increase the impact of their giving by offering a different kind of philanthropic model. Different in who we are: A program staff of women of color, transgender people of color, and gender nonconforming people of color who come directly out of community and labor organizing and have a combined 70+ years of grassroots organizing and civic engagement experience within communities of color; a board comprised of grassroots leaders shaping strategy alongside funders and donors. Different in who we support: primarily Black and Brown women, including transgender women of color who are organizing at the grassroots. Different in how we support the field: not just through grants, but also through capacity-building support focused on boosting grassroots power, and funder organizing that lifts up our grantees to a larger audience of funders and donors who can move resources to their work, whether or not these resources come through our doors. Groundswell moves at least 80 percent of the dollars that come in our doors back out to the field.

Since 2003, Groundswell has moved more than \$60 million to the field in grants and capacity building support; increased the giving of dozens of national and local foundations; and helped bring thousands of new individual donors into the RJ movement. Our grantees have been instrumental in the passage of more than 250 pro-RJ policies at the state and local level and in blocking many regressive policies, and they have built a growing grassroots base of support for RJ across the U.S. In 2017, we expanded our funding to support multi-issue organizing led by WOC and transgender people of color across other social justice movement sectors, from environmental and economic justice, to immigrant and LGBTQ rights, and on. We also launched a 501(c)(4), Groundswell Action Fund, now the largest c4 fund in the country centering WOC-led c4 work.

Position Summary: The Executive Assistant (EA) is the dedicated support staff to the Executive Director (ED). The EA works independently, performing a wide range of complex and confidential administrative and clerical support duties including managing the ED's calendar and travel logistics, preparing expense reports, coordinating logistics for board meetings, and serving as an initial point of contact for a range of external partners. Requires excellent communication and interpersonal skills, as well as impeccable organizational, time management and problem solving skills.

Responsibilities:

Scheduling and Calendar Management

- Maintains the Executive Director's daily, weekly, monthly and yearly calendars. Schedules appointments, including those with large groups across several time zones. Analyzes the ED's schedule on a regular basis to ensure a sustainable pace of meetings and calls, quiet work time, and breaks.
- Meets with the Executive Director on a weekly basis and more frequently when needed to review appointments and travel.
- Provide scheduling support for other Senior staff and organizationally as needed.

Meeting Logistics and Support

- Handles all logistics for quarterly board calls and at least two in-person board retreats annually. Teams with other administrative staff to support logistics for organizational events including fundraising events.
- Manages event budgets and tracks expenditures on the above listed events to ensure they stay within budget.
- Manages consultant and vendor contracts for key meetings and events.
- Prepares and distributes board packets and provides administrative and technical support during board meetings.
- Accurately records minutes from board meetings and notes from other key meetings.
- Coordinates travel arrangements, including flights, accommodations, ground and public transportation, and meeting schedules for the Executive Director and from time to time board members, staff and other key partners.

Administrative Support

- Completes and files credit card expense reports, invoice requests, and other accounting-related paperwork for the Executive Director.
- Enters and manages contacts in the database.
- Assist with preparation and editing of the Executive Director's documents and correspondences as needed.
- Generates consultant contracts and collects signatures for Funder Organizing department.
- Maintains the Executive Director's online filing system, including filing and retrieving key documents.
- Orders office supplies, books, subscriptions and other materials for the Executive Director.
- Assists with special projects as needed (i.e. large mailers, print jobs).

Other Duties

- Works pro-actively and in good faith to support and strengthen the overall stability and effectiveness of the organization.
- Conducts occasional internet research for the Executive Director as needed.
- Performs other duties as assigned.

Qualifications:

Experience and Education

- A minimum of five years of experience as an Executive Assistant for a senior executive with a large workload at a fast-paced organization.

Skills and Attributes

- Committed to Groundswell's mission.
- Able to effectively anticipate the needs of the Executive Director and provide a wide range of support with a friendly and helpful attitude.
- Extensive experience managing complex calendars and scheduling across multiple time zones.
- Outstanding organizational and time and project management skills, including the ability to strategically handle competing priorities and deadlines in a fast-paced and changing environment.
- A proactive approach to problem-solving with strong decision-making skills.
- Impeccable discretion and confidentiality.
- Excellent, professional verbal and written communication skills, and interpersonal skills.
- Self-motivated and self-managed: the ability to work independently, take initiative, and manage up.
- Experience coordinating travel and event logistics.
- Experience with technology and ability to keep current with the latest technologies.
- A strong work ethic with a calm and relaxed demeanor, even in times of stress.
- Comfortable working across cultures and difference, including experience and comfort working with people of color and transgender and gender non-conforming people.

Computer Skills: To perform this job successfully, an individual should be very comfortable with technology, including Microsoft Office 365 and suite of programs (SharePoint and , print/web publishing, social media (Facebook, Twitter, etc.), Doc-U-Sign, and conferencing software.

Travel: When travel is safe again, must be available to travel at least 6 times a year for overnight events/meetings across the U.S. Must be available for some evening and weekend activities.

Compensation/Benefits: Annual salary is \$70,000 or commensurate with experience. Very generous benefits include fully paid for employee and family health, dental, vision, matching 401K plan, as well as additional employer-provided reimbursements for fertility expenses, transgender health care costs and midwifery/doula expenses that are not covered by

insurance. Three weeks of vacation upon hire and a generous holiday schedule including the last week of December, as well as a flexible work schedule.

To Apply: Please email a resume, three professional references, and a cover letter that includes your salary expectations and describes why you feel you are a strong candidate for this position to: hr@groundswellfund.org. **Applications received by August 12, 2020 will be given preference** but applications will be accepted until the position has been filled. Due to the high volume of applications, only those selected for further discussion will be contacted. Please, no phone calls.

Equal Employment Opportunity: The Groundswell Fund is a 501(c)(3) public charity incubates new and innovative public-interest projects and grant-making programs. We are committed to attracting, developing and retaining exceptional people, and to creating a work environment that is dynamic, rewarding and that enables each of us to realize our potential. Our work environment is safe and open to all employees and partners, respecting the full spectrum of races, ethnicities, national origins, ages, sexual orientations, gender identities, beliefs, religions, faiths and ideologies, cultures, socio-economic backgrounds and levels of physical ability.