



# GROUNDSWELL FUND

## JOB ANNOUNCEMENT

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### EXECUTIVE ASSISTANT

Reports to: Executive Director  
Works with: Funder Organizing Department  
Location: This is a remote work position.  
FLSA/Classification: Non-Exempt, Full-time, Temporary through April 15, 2022.  
Desired Start Date: November 10, 2021  
Pay: \$32.50 per hour

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**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 \$100 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 345 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:** Groundswell Fund is seeking a temporary Executive Assistant (EA) to serve as 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/Calendar Management**

- Manages Executive Director's calendar to ensure timely follow up to all meeting requests and that time is allocated to highest priorities.
- Plans, coordinates, and ensures that the ED's schedule is thoughtfully and effectively constructed to ensure time for strategy and reflection throughout, maintaining a sustainable pace of work.
- Meets with the ED on a weekly basis and more frequently to keep informed of upcoming responsibilities and commitments, following up appropriately.
- Supports Executive Director with logistics and preparation for meetings and speaking engagements.
- Screens, prioritizes, and manages responses to incoming inquiries and requests, using discretionary judgement, to ensure effective triaging and follow up.
- Provide scheduling support for other senior staff members and performs other duties as required.

### **Meeting Logistics and Support**

- Supports planning and execution of meetings, convenings, retreats, webinars, and briefings designed to connect donors/foundation community with work of Groundswell Fund and its grantees.
- Coordinates scheduling and logistics for quarterly board calls and board retreats.
- 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 any 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.
- Coordinates responses to inquiries about Groundswell Fund's general work and respond to e-mail and telephone inquiries.
- Enters and manages contacts in the organizational database.
- Assists with preparation and drafting of the Executive Director's documents and respond to requests for materials regarding Executive Director and the organization in general.

- Maintains records, contracts, and other information and files (electronic) related to the work of the ED.
- Orders office supplies, books, subscriptions and other materials for the Executive Director.
- Supports and develops special projects assigned by and in support of the ED.

## Qualifications:

### Experience and Education

- A minimum of three years of experience as an Executive Assistant for a senior executive with a large workload at a fast-paced organization.
- Experience in a relevant field, interest in the nonprofit sector, and working knowledge of the reproductive justice field is highly preferred.

### Required Skills and Attributes

- Committed to Groundswell's mission, vision, and values.
- 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.
- Comfortable with technology, including Microsoft Office 365 and its suite of programs (SharePoint and, print/web publishing, social media (Facebook, Twitter, etc.), Doc-U-Sign, and conferencing software.
- Self-motivated and self-managed: the ability to work independently, take initiative, and manage up.
- Experience coordinating travel and event logistics.
- 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.

**Travel:** Due to COVID-19, staff are not required to travel or participate in any in-person gatherings at this time. Any in-person activities that might happen are optional.

**Work Schedule:** Groundswell is a completely virtual organization, allowing for flexibility in work schedules for our staff across differing U.S. time zones. While work can usually be completed during standard business hours of the applicant's time zone, there may be times where early morning, evening, and weekend work may be needed to ensure organization-wide collaboration, to staff or attend events, and/or to meet organization workload needs during busy times of the year. When travel is possible again, staff whose jobs require travel can expect longer hours, as travel may happen outside of business hours and on weekends.

**Compensation/Benefits:** The hourly wage is \$32.50/hour with overtime available (non-exempt). This position is a 5-month temporary assignment and does not qualify for health benefits. Vacation balances will be accrued on a per pay period basis and sick leave will be provided upon hire, prorated based on the length of the assignment. Groundswell has a generous holiday schedule including a two-week paid break during the winter holiday season.

**To Apply:** Please complete the form at the following link, <https://airtable.com/shrnNSUxLYgOnaspX>, and upload a cover letter, resume, and three professional references (preferably as a multi-page, single PDF). **Applications received by October 8, 2021 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:** 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.