Position Description

PROGRAM ASSISTANT

NVF Project Name: CLIMATE AND CLEAN ENERGY EQUITY FUND

Position: PROGRAM ASSISTANT

Location: WASHINGTON, DC preferred

Status: FULL-TIME/NON-EXEMPT

Reports to: DIRECTOR OF PROGRAMS

ABOUT US

The Climate and Clean Energy Equity Fund is a groundbreaking funding initiative designed to drive resources to advance climate and clean energy equity and justice across the country. We are building the power to stop climate change by investing in the leadership of the diverse communities most impacted by it. We do this by supporting community organizing, grassroots issue campaigns, and nonpartisan voter engagement to:

● Advance equitable solutions for climate action and clean energy
● Broaden the base of the climate movement
● Build grassroots electoral power and infrastructure

The Equity Fund’s goal is to build powerful organizations working in communities of color, low-income communities, and communities impacted by climate change, to advance bold actions that address climate change and accelerate the transition to a just and equitable clean energy future in select states. Through its grantmaking and other strategies, the Equity Fund:

● Strengthens the capacity of organizations in key states to organize and educate a powerful grassroots base and build large-scale nonpartisan civic engagement programs;
● Develops the policy capacity of organizations to develop, assess, and advance climate and clean energy equity policies;
● Supports the development of climate and clean energy equity focused coalitions with the capacity to design, implement, and win strategic campaigns;
● Develops strategies to collaborate and align with partners – including networks, coalitions, funders, and donors – to accelerate progress on climate and clean energy solutions in target states;
● Supports the development of state and national infrastructure to fill strategic gaps and strengthen the field.
The Equity Fund’s Program Team is based in Washington, DC, with additional leadership in offices in Los Angeles and Oakland, CA. The Equity Fund is a dynamic organization and highly values teamwork, flexibility, initiative, and collaborative leadership. We are driven by a commitment to social and racial justice and the power of grassroots movements and community organizing to create lasting change.

THE OPPORTUNITY

The Equity Fund is looking for a highly organized and detail-oriented Program Assistant to join the team in our Washington, DC office. The successful candidate will assist the Program Team with grantee communications, research and writing, program operations, grant management, and administrative details such as scheduling and logistics.

The Program Assistant’s (PA) responsibilities include supporting the work of the grantmaking team by leading internal coordination, project management, administration, logistics, scheduling and internal processes. The PA will engage in all facets of grantmaking from start to finish. In the course of this work, the Program Assistant will have the opportunity to gain a broad understanding of the nonprofit sector and learn about foundation grantmaking. The PA will report to the Director of Programs.

ESSENTIAL RESPONSIBILITIES AND TASKS

Program Support

- Prepare the grantmaking team and grantees in advance of grant review meetings to ensure efficient and effective conversations through timely scheduling, agenda preparation, and any relevant advance research
- Ensure effective coordination, including implementing tools and systems to support collaboration and information-sharing
- Maintain collaborative relationships with peers and colleagues. Contribute to a positive working environment
- Conduct research to support strategy and grantmaking
- With assistance from the supervisor and others, formulate their own learning and development plan. Identify and seek out professional development opportunities, including networking, informational interviews, training, projects, etc.
- Information Flow – Professionally organize incoming information for the Program Team
- Reporting – Interface with accounting to prepare expense reports, budgets, bill pay (as needed).
- Correspondence – Draft and route correspondence both internal and external, and track project communications.
- Logistics - Coordinate travel arrangements, itineraries, conference room setup, meetings and conference calls as needed. Support with logistics for large all-team events such as convenings, board meetings, staff retreats, etc.
Operations – Provide administrative support for the office, including office supply orders, maintenance of all digital and hard-copy program files/notebooks.

Database Maintenance – Maintain upkeep of existing databases in Salesforce, Gmail and Outlook, including backup management and content updates.

Website & News Updating – Oversee website content updating

Support convenings and meetings with staff and external partners, including scheduling, managing invitations, meeting logistics, note taking, and processing expense reimbursements and invoices

Support the development of meeting and program materials

Support organizational technology needs, including virtual office procedures and protocols, maintaining platforms for communicating, sharing files, and information, coordinating calendars, etc.

Assist with development and coordination of communications materials as needed, including drafting and editing communications pieces, web page updates, collateral and marketing, etc.

Organize, maintain, and manage organizational files and archives

Grantee Support

- Serving as one of the primary points of contact for grantee organizations; fielding questions from grantee organizations, scheduling calls and meetings, etc.
- Clearly communicating deadlines, meeting times, and data requests to grantee organizations
- Supporting communications to grantee organizations
- Facilitating document collection from grantee organizations
- Maintaining an organized and current databases/electronic files of this information
- Tracking and maintaining grantee contact lists

QUALIFICATIONS

- Minimum 2 years of relevant experience.
- Demonstrated interest in and commitment to racial justice, democracy and making change.
- Excellent written and oral communication skills.
- Cultural competence, commitment to social justice, and demonstrated ability to be a team member in a diverse and inclusive organization.
- Demonstrated success with managing complex projects; ability to manage multiple competing tasks on a tight deadline.
- Some experience in political or community organizing is preferred.
- Demonstrated knowledge and experience with project management.
- Some knowledge of or interest in clean energy and climate subject matter is preferred.
- Multitasking: experience supporting multiple priorities and juggling a variety of tasks for one or more individuals in a team environment.
- Proactive with a strong work ethic and an eagerness to 'go the extra mile' for the work at hand.
- Flexible and resourceful, with the ability to navigate in a dynamic environment and adjust to shifting priorities.
- Outstanding problem-solving skills.
- Positive and helpful attitude, ability to provide friendly and professional program and staff support.
• Ability and willingness to travel domestically.
• Proficiency in Microsoft Office, Google Suite, and an ability to use technology in a productive and efficient way. Experience with Salesforce, a plus.
• Understanding of financial reports, including balance sheets, cash flow statements, and income statements, a plus.
• Experience with event coordination, a plus.

LIMITATIONS AND DISCLAIMER

The above job description is meant to describe the general nature and level of work being performed; it is not intended to be construed as an exhaustive list of all responsibilities, duties and skills required for the position. The team member may be required to perform duties outside of their normal responsibilities from time to time, as needed.

COMPENSATION AND BENEFITS

The salary range for this position is between $57,000-$70,000/year, depending on experience. The New Venture Fund, the fiscal sponsor of the Equity Fund, has a comprehensive benefits package that includes 100% employer-paid health, dental, and vision insurance; 3% automatic contribution and a 3% employer match on 401(k) contributions; pre-tax transportation benefits; and paid holiday, vacation, sick, and volunteer time off.

To center the safety and well-being of its employees, New Venture Fund requires that any employee who is required to conduct in-person activities for their job must be fully vaccinated against COVID-19 within four weeks of their start date. This position may require candidates to be fully vaccinated against COVID-19. Accommodations may be sought and approved in accordance with the law by contacting human resources at HR@newventurefund.org.

HOW TO APPLY

Applicants should email jobs@theequityfund.org and must include a one-page cover letter, resume, and a short writing sample (no more than 3 pages). Email must reference “EQUITY FUND – PROGRAM ASSISTANT” position in the subject line. We seek to recruit, develop, and retain the most talented people from a diverse candidate pool in the belief that employees from diverse backgrounds are critical to achieving our goals.

Hiring Statement
Climate and Clean Energy Equity Fund is a project of New Venture Fund (NVF), a 501(c)(3) public charity that incubates new and innovative public-interest projects and grant-making programs. NVF is committed to attracting, developing and retaining exceptional people, and to creating a work environment that is dynamic, rewarding and enables each of us to realize our potential. NVF’s work environment is safe and open to all employees and partners, respecting the full spectrum of race, color, religious creed, sex, gender identity, sexual orientation, national origin, political affiliation, ancestry, age, disability, genetic information, veteran status, and all other classifications protected by law in the locality and/or state in which you are working.