

CLIMATE & CLEAN ENERGY EQUITY FUND

a project of
newventurefund

Position Description ADMINISTRATIVE ASSISTANT

NVF Project Name: CLIMATE AND CLEAN ENERGY EQUITY FUND

Position: ADMINISTRATIVE ASSISTANT

Location: LOS ANGELES/PASADENA

Status: FULL-TIME/NON-EXEMPT

Reports to: EXECUTIVE DIRECTOR

ABOUT THE CLIMATE AND CLEAN ENERGY EQUITY FUND

The **Climate and Clean Energy Equity Fund** (Equity Fund) develops strategies and collaborations, aligns resources, and makes grants, to build grassroots power and win on climate change and clean energy. The Equity Fund is advancing a sustained, multi-year, multi-state initiative to:

- Advance Climate and Clean Energy Equity Solutions
- 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 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 is a collaboration of several foundations and individual donors who are pooling their resources to fill this critical need. The Equity Fund was originally established as the Climate Education Fund, a project of the Democracy Alliance, and is now an independent organization and fiscally sponsored by the New Venture Fund.

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THE OPPORTUNITY

We are looking for someone to join our team as **ADMINISTRATIVE ASSISTANT** to work closely with and provide administrative support to the Executive Director. 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 organizing to create lasting change. We are also a small and nimble team with staff who work virtually in Los Angeles and Washington DC. This position is based in Los Angeles with the Executive Director.

ESSENTIAL RESPONSIBILITIES AND TASKS

Executive Director Support

- Provide executive support, including: maintaining calendar, scheduling appointments, coordinating meetings, and other administrative tasks;
- Support flow and prioritization of information and communications; communicate effectively on behalf of the Executive Director; follow up to ensure a timely response;
- Coordinate briefing materials prior to meetings and ensure timely follow-up;
- Coordinate travel and accurately prepare and submit expense reports;
- Compose reports, correspondence, presentations, and memos; review drafts and finished documents.
- Support fundraising and budgeting processes for Fund, including research, tracking deadlines, writing.
- Support financial tracking and the accurate and timely exchange of financial information between Fund and its fiscal sponsor.
- Support activities related to the advisory board, including communications, meetings, logistics, and record keeping.

Program Support

- 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;
- Conduct research, provide grantmaking support, write reports, and other program related tasks as assigned;

Office and Communications Support

- Support organizational technology needs, including virtual office procedures and protocols, maintaining platforms for communicating, sharing files, and information, coordinating master calendar, 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 all organizational files and archives.
- Support management of vendors, contractors and consultants as needed.

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Required Education, Experience, Knowledge, Skills And Ability

- Minimum 3+ years of relevant experience.
- Associate's or undergraduate degree required.
- Excellent written and oral communication skills.
- Cultural competence, commitment to social justice, and demonstrated ability to be a team member in a diverse, equitable, and inclusive organization.
- Demonstrated success with managing complex projects; ability to manage multiple competing tasks on a tight deadline
- Proficiency in Microsoft Office, Google Suite, and an ability to use technology in a productive and efficient way. Experience with databases, a plus.
- Understanding of financial reports, including balance sheets, cash flow statements, and income statements, a plus.
- Experience with event coordination, a plus

COMPENSATION AND BENEFITS

The salary range is between \$35-45,000, depending on experience. The New Venture Fund, the fiscal sponsor of the Equity Fund, has a comprehensive benefits package.

HOW TO APPLY

Applicants should email jobs@climateenergyequity.org and must include a cover letter, resume, and a writing sample. Email MUST reference "EQUITY FUND – ADMINISTRATIVE ASSISTANT" position in the subject line. No calls, please. 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. We strongly encourage applications from persons with diverse backgrounds and experiences.

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.