



Executive Assistant

Job Summary

Climate Emergency Fund seeks an Executive Assistant who will play a critical role by assisting the day-to-day success of our small but mighty team. Reporting to the Executive Director, this person will provide administrative support to the Executive Director and management team.

This critical role requires someone who is 1) skilled and experienced to perform executive-level administrative duties and make sound independent decisions, 2) highly organized to perform routine and ad hoc requests promptly and effectively, 3) and have the people skills to effectively communicate and collaborate within three departments: operations, development, and program.

Climate Emergency Fund is growing fast. It's an intense job, so we need someone who is positive under pressure, flexible, and a great team player.

The salary range for this position is \$70k-\$85k, depending upon experience. We offer a benefits package and work-from-home stipend. This position will be remote with the expectation of availability for possible travel 2-3 times a year.

Responsibilities

Support Executive Director and Management Team

- Co-manage Executive Director's email account with Executive Director. Assist with correspondence including drafting emails and sending mail merges.
- Assist with tracking Executive Director's priorities and action items.
- Assist with Executive Director's meetings: prep, attend, take notes, and coordinate follow-up/action items.
- Prepare Executive Director's presentations, documents, and reports.
- Support multiple calendars and schedule team meetings.
- Coordinate travel arrangements and process expense reports.
- General support as needed including responding to urgent requests.
- Participate in program and organizational development, and attend team meetings as needed.

Support Operations and Development

- Assist with donation processing, including data management and correspondence.
- Assist with planning events and special projects. If the candidate is based in Los Angeles or New York, occasional in-person support for events in the area may be needed.
- Assist with donor research, gathering data for donor cultivation.
- Assist with donor mailings, electronic and print.
- Maintain our donor database and records, updating our CRM regularly and accurately.



Support Communications and Grantmaking

- Assist with inquiries from the general public and press.
- Assist with communication and public outreach, delivering marketing collateral – cases for support of our grant program – through newsletters, our website, and donor reports.
- Occasionally assist our grant program with research and reporting.

Responsibilities may be subject to change as the organizational needs and requirements of the job change. Particularly, we are planning to hire a development officer, so some of the development support will likely shift.

Qualifications

- 4+ years of experience managing executive-level calendars and correspondence.
 - Experience as an EA for a CEO at a fast growing organization and project management experience are preferred.
- BA/BS degree preferred, but not required. We appreciate that academic achievement is only one metric of ability, and value professional experience more for this position.
- Excellent communication skills, both verbal and written: demonstrated writing and editing skills.
- Tech savviness is a must for this remote position:
 - Mastery of Google Workspace: Gmail, Google docs, GCalendar, and Google Drive.
 - Strong skills in spreadsheets: Google Sheets and Excel.
 - Ability to learn and master new software quickly. Knowledge of Asana, Zoom, SuperHuman, and Kindful (or other CRM software) are a plus.
- Highly flexible in this fast-paced and engaging environment.
- A great teammate and collaborator who is helpful, flexible, respectful, and positive, even under pressure.
- Detail oriented: excellent at data-entry and record-keeping, transferring data from multiple sources accurately and consistently.
- Prior experience with donor databases and online fundraising preferred.
- Highly organized with the ability to prioritize and balance multiple projects and switch easily between tasks.
- Able to work well independently so judgment and the ability to make sound decisions without supervision.
- Discreet and experienced at handling confidential information.

HOW TO APPLY:

Candidates are invited to submit a resume and cover letter to:

Email: info@cefund.org

Subject: Executive Assistant position

Tell us in your cover letter why you are interested in working for Climate Emergency Fund and why you are aligned with our mission. We look forward to hearing from you.



About Climate Emergency Fund

Climate Emergency Fund is a 501c(3) nonprofit committed to supporting disruptive activism because it is the fastest way to create transformative change. We raise funds for and make grants to high-impact activist groups and campaigns.

Climate Emergency Fund is an equal opportunity employer; we are committed to building an inclusive and diverse workplace, as well as a diverse and inclusive climate movement. We warmly welcome people of color, women, LGBTQ people, veterans, and people from all backgrounds to apply.