



**Job Title:** Executive Assistant to President and CEO, Global Greengrants Fund

**Workband:** A

**Location:** Remote. MST, CST, PST, or EST time zone required.

**Team:** The Executive Assistant in the present accountability structures is line managed by the Executive Administrator while building and working in more collaborative ways.

## About Global Greengrants Fund

Global Greengrants Fund is a leading funder of the world's grassroots environmental and climate justice movements. Since 1993 we have been growing our networks of activists, experts, donors, and leaders to provide these movements with the resources they need to work toward a healthy and just future.

Global Greengrants uses a variety of participatory grantmaking models to provide funding and other forms of support to grassroots groups around the world. We work with over 200 grantmaking advisors worldwide, all of whom are experts and activists, connected with the grassroots movements, issues, and challenges in the regions where they work. These advisors make grantmaking decisions as members of our organization's regional and thematic advisory boards, of local funds that grew organically out of advisory boards in the regions where we work, and of other organizations that share our mission and values. We strive, however, for our grantmaking to be a relationship rather than a unidirectional flow of resources. Relationships built on trust and shared learning are essential to the success of our grantmaking. Our advisors help the organizations they fund with mentoring and connections to larger movements and other institutions. By bringing back ideas and knowledge from grantees, advisors also help their colleagues and broader movements to work out new solutions to the problems that confront them.

## Executive Assistant

Under the guidance of the Executive Administrator, the Executive Assistant provides high-level administrative support to the CEO's office and Board of Directors. The Executive Assistant will perform clerical functions – preparing correspondence, handling confidential information, and taking notes at meetings. They will be responsible for calendar management (arranging conference calls among vast time zones) and travel logistics. They will be responsible for establishing and maintaining filing systems, handling information requests, and occasionally conducting research.

### Major duties and responsibilities:

- Manages an extremely active calendar of appointments and bookings for the CEO.
- Prioritizes conflicting needs, acts promptly, and sees projects through to successful completion, often under tight deadlines.
- Manages CEO and board travel logistics, including bookings, visas, and accommodations. Prepares documents and itineraries for travel meetings.
- Writes and edits correspondence and documents for CEO, board members, donors, and colleagues.
- Maintains confidentiality in all matters.
- Prepares the expense reports of the CEO.

- Keeps the donor database updated with actions of the CEO.
- Provides research for the CEO as necessary.
- Administrative preparations, scribing, and reporting for numerous meetings.
- Updates and maintains CEO's social media accounts and collaborates with the Communications team on Greengrants' organizational accounts.
- Manages and schedules internal and external meetings, working closely with other administrative and support staff in many cases.
- Acts as a personal assistant to the CEO.

#### Essential Values and Competencies

- Commitment to the guiding principles, mission, and values of Global Greengrants Fund
- Transparency and accountability
- Critical thinking, analysis, and proactivity
- Build strong interpersonal relations from the role – across both organizations (up, down, and across and externally)
- Influencing & resolving differences across boundaries
- Self-awareness and insight

#### Essential Knowledge, Skills, Abilities, and Experience

- Significant relevant experience in a similar role in a similar organization.
- Excellent organization skills with extensive experience in project and program management, ability to develop, monitor, and evaluate an operational plan with multiple projects, multiple deliverables, and deadlines; ability to plan, organize, and lead the implementation of plans and processes.
- Meticulous with exceptionally strong follow-up and follow-through skills.
- Excellent interpersonal understanding, relationship building, and interpersonal skills to build strong alliances with diverse constituencies.
- Experience working with diverse communities from multiple identities across the globe, in a virtual environment.
- Ability to work under high-pressure situations and meet tight deadlines.
- English fluency is a must and Spanish desirable; proficiency in other languages preferred.
- Writing, proofing, and editing skills. Ability to adjust tone and style to address a variety of audiences appropriately.
- Strong expertise in the use of various software and a high level of computer literacy (MS Office Suite, Google Apps, instant messaging, and virtual team collaboration software such as Trello, Zoom, Slack, Asana, Egnyte, and Adobe).
- Ability to travel within the US and the rest of the world (approx. 2 weeks per year).

#### Desirable Knowledge, Skills, Abilities, and Experience

- Relevant lived experiences related to GGF's work and community.