Program and Administrative Assistant to the Executive Director
Unbound Philanthropy

Posted: June 8, 2017
Location: New York City
Position: Programmatic and Administrative
Field: Philanthropy, Immigration
Salary: Commensurate with experience
Website: http://www.unboundphilanthropy.org/
Application Deadline: Rolling
Category: Executive support, program support, office administration
Employment Level: Full-time

The Organization

Unbound Philanthropy is a New York-based philanthropic foundation that works in the United States and United Kingdom to transform the human rights of migrants and refugees and to foster their integration into host societies. The Foundation seeks to strengthen social, civic, and economic opportunities and relationships of mutual responsibility and respect across communities. Unbound Philanthropy takes an intersectional approach to its grantmaking; for example, it seeks to support work that links refugee and migrant issues with issues of gender, racial, and LGBTQ equality. Unbound Philanthropy is also a founding member of the Pop Culture Collaborative, a new philanthropic resource to expand the landscape of pop culture narratives of people of color, immigrants and refugees, and Muslims. Unbound Philanthropy currently employs 14 staff members and has an annual budget of $14 million.

The Opportunity

The Program and Administrative Assistant (PAA) to the Executive Director provides comprehensive support—administrative and programmatic—to the Executive Director at Unbound Philanthropy. The role has two principal elements: the first is to work very closely with the Executive Director on administration, in particular to anticipate her needs, help plan and prioritize her activities, manage her calendar and her workflow, support her communications, and maintain and strengthen her relationships in the field. The second is to work with the Executive Director to support her grantmaking through the Executive Director’s Discretionary Fund.

This role represents a unique opportunity to learn about grantmaking and to build knowledge of the immigrant rights and integration fields in the United States and United Kingdom. In
addition the candidate selected will gain exposure to strategic planning and monitoring and evaluation of grants.

Specific areas of responsibilities include:

- **Administration and Management of Executive Director Priorities:** Support the Executive Director with managing her office and her priorities, including: managing her calendar, scheduling meetings, sorting and responding to email and letter correspondences, making phone calls, and writing and reviewing documents for internal or external use. Because the Executive Director’s work touches all parts of the organization, the PAA must maintain a strong understanding of workflow and projects across the organization, and have the ability to juggle multiple calendars.

- **Support in Grantmaking Activities:** Provide support to the Executive Director’s Discretionary Fund as Program Assistant, including due diligence, writing grant memos, managing logistical and financial details, and communicating with grantees.

- **Preparation, Support, and Follow-up to Leadership Meetings:** Provide support for the preparation and planning of all Senior Leadership meetings, Board meetings and some aspects of the organization’s annual Board and Staff Retreat. Attend selected internal and external meetings with the Executive Director, take detailed minutes or notes, and help execute follow up actions.

- **Support in High-Level Strategic Conversations:** Track complex or longer-term issues, projects, or conversations in which the Executive Director is involved and keep her apprised of required next steps and their timing. Support the Executive Director and collaborate with the Communications Officer in preparation for the Executive Director’s attendance at conferences or speaking engagements.

- **Travel management:** Organize travel for the Executive Director, and help address follow up actions on her return.

- **Finance & expenses:** Track and record the Executive Director’s budget and expenses.

**Qualifications**

- A Bachelor’s degree, a Master’s degree, and professional or volunteer experience in the non-profit sector are preferred.

- Proficiency in Microsoft systems (Outlook, Work, Excel, PowerPoint, and Access) is expected.

**Qualities**

The **Program and Administrative Assistant** role requires a high level of professionalism, discretion, and self-initiative. Additional desired qualities include:
• Excellent written and verbal communication skills; excellent listening skills are also a must.

• Very good analytical and organizational skills, and superior attention to detail.

• A strong team player with a willingness to collaborate. Also ability to work independently as required.

• Ability to effectively lead, manage, and prioritize numerous projects concurrently.

• Pleasant diplomatic manner and disposition with colleagues at all levels, with the external partners of Unbound Philanthropy, and with the general public.

• Ability to work well in what can be a fast-paced, high-stress environment.

• “Can do” positive attitude, with a willingness to be flexible.

• Willing to take responsibility for mistakes & learn quickly from them as there will be a steep learning curve.

• Ability to anticipate the needs and preferences of the Executive Director, and willing to consider and cater selflessly to those needs and preferences on every task.

Interested candidates should also share a commitment to Unbound Philanthropy’s mission to secure justice and equal opportunities for migrants and refugees in the United States, the United Kingdom and the greater world.

To Be Considered

Please submit your resume and cover letter expressing your interest and fit for the position to PAA.employment@unboundphilanthropy.org. Only qualified candidates will be contacted.

Equal employment opportunities and diversity among its employees are fundamental principles at Unbound Philanthropy.