



**hive fund**  
FOR CLIMATE AND GENDER JUSTICE

## POSITION ANNOUNCEMENT

### Executive Assistant

**Reports to:** Co-Director

**Classification:** Full-time, Salaried Non-exempt

**Location:** Ideally based in Durham/Raleigh/Chapel Hill, NC or in the US South--specifically in NC, SC, TX, LA, or GA; Distributed Organization

**Apply by:** January 11, 2023

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### ABOUT THE HIVE FUND

The Hive Fund for Climate and Gender Justice is a specialized intermediary launched in 2019 that raises funds and makes grants to nonprofit groups that have historically lacked access to funding and are addressing intersecting climate, gender, and racial justice crises in the US South, where both pollution levels and emerging clean energy opportunities are high and yet philanthropic funding levels remain low. With funding from [18 current donors](#), collaborative partnerships with a [broad array of advisors](#), and [six full-time staff members](#), the Hive Fund provides multi-year, general support to more than 100 grantee partners based predominantly in [Texas, Louisiana, Georgia, and the Carolinas](#). More than 75 percent of Hive Fund grant dollars to date have been awarded to organizations led by Black, Latina, Indigenous, and Asian American and Pacific Islander women. In 2022, our annual grants budget topped \$20 million in multi-year grants, and we aim to double our annual grants budget by 2025.

The Hive Fund is a fiscally sponsored project of the Windward Fund. More information about the Hive Fund can be found on [our website](#) and in our [2022 Triennial Report](#).

### ABOUT THE POSITION

The Hive Fund is led by two dynamic [co-directors](#) who brought their distinct experiences in equity-centered philanthropy and nonprofit advocacy together in creating the Hive Fund. In this newly created position that the selected candidate will help shape, the executive assistant will provide comprehensive support to both co-directors, enabling the Hive Fund to scale in influence and impact and deliver efficiently and powerfully on our vision and mission. This solutions-oriented, forward-thinking professional will help the co-directors (one based in Durham, NC, and one based in San Francisco, CA) manage busy schedules and growing workloads effectively and stay organized, informed, and prepared to handle anything that comes their way.

This exciting position is designed for someone who enjoys being the magic behind what happens: helping the co-directors both think ahead and manage day-to-day responsibilities. The role requires the ability to work effectively across time zones, cultures, and styles while anticipating needs, thinking critically, and finding solutions to problems with discretion and professionalism. In alignment with our [core values](#), the executive assistant will manage communications and relationships with care, knowing the importance the Hive Fund places on relationships and how we cultivate them.

Supporting both co-directors but reporting directly to the co-director based in Durham, the executive assistant will also engage with the Hive Fund's other staff members and external partners. The executive assistant brings resourcefulness, organization, humility, emotional intelligence, and the ability to prioritize demands and be responsive to shifting conditions when necessary. This role is an exciting opportunity to support the co-directors during an important time of institutional growth and formalization of operations and systems.

## ESSENTIAL JOB FUNCTIONS

### ***Calendar Management***

- Strategically manage co-directors' calendars and schedules with attention to immediate priorities as well as long-term goals, proactively addressing potential conflicts and scheduling complexities and holding and safeguarding time for co-directors to get work done.
- Serve as the co-directors' primary point of contact on scheduling for external partners directing communications to the appropriate party/ies ensuring a smooth workflow.
- Meet regularly with co-directors to review calendars, goals, and priorities.

### ***Correspondence & Relationship Management***

- Help co-directors identify and respond to high priority emails and manage correspondence and other tasks that facilitate the co-directors' ability to effectively lead the organization.
- Draft, proofread, and send accurate correspondence, including acknowledgement letters and personal correspondence, using excellent communication skills and attention to the distinct style of the Hive Fund and of each co-director.
- Manage the co-directors' contacts, keeping information up to date and noting pertinent details for future meetings or conversations.
- Work with the strategic communications director and strategic partnerships director (position to be filled by early spring of 2023) to keep relationship management systems up to date.

### ***Meeting Support***

- Support the co-directors' time management by helping to prepare meeting agendas, notes, pre-reading, research, and other information-gathering as needed before meetings.

- Support co-directors in prioritizing workflows, proactively handling matters, and providing reliable follow-through on projects to successful completion, often with deadline pressures.
- Help set up and support virtual meetings including providing links and technical support as needed.
- Join meetings as needed to take notes and provide written summary of key points and next steps.

### ***Event Planning***

- Attend quarterly in-person staff convenings.
- With the community care and learning officer (lead) and operations coordinator, assist in planning and implementing virtual and in-person events such as quarterly staff retreats and advisory group retreats including but not limited to location scouting, agenda development, catering, IT, local artist/culture worker agreements, COVID protocols, logistics, and travel.
- Help set up and support virtual and hybrid meetings for the broader Hive Fund community by managing registration; supporting presenters and attendees with technical support; implementing event security protocols to ensure Hive Fund virtual and in-person spaces are safe and welcoming; and sending follow up materials.

### ***Travel Coordination***

- Prepare co-directors' expense reports as needed.
- Support co-directors with travel logistics as needed.

## **QUALIFICATIONS & CHARACTERISTICS**

**Core** - Ideally, the executive assistant will have a mix of these core experiences and skills to support their ability to thrive in the role:

- Outstanding oral and written communications skills and high emotional intelligence to engage effectively, with nuance and integrity, with stakeholders across race, gender identity, culture, and geography/time zones.
- Around 8-10 years of senior level administrative support experience.
- Ability to handle sensitive and confidential matters with discretion and good judgment.
- Demonstrated attention to detail and ability to juggle many projects, self-direct time management, and prioritize.
- Highly collaborative work style with outstanding relationship-building skills, experience contributing to a positive organizational culture, and the ability to operate as a thought partner to the co-directors and other Hive Fund staff and partners with the highest levels of integrity.
- Demonstrated commitment to racial, gender, and climate justice.
- Exceptional command of the Microsoft Office Suite with experience managing multiple calendars in Outlook.

**Preferred** - Preferably, the executive assistant will also have some of these desired experiences and skills to enhance their thought partnership in the role:

- Administrative support experience at the executive level and/or experience supporting multiple team members or executives.
- Lived and work experience relevant to climate, gender, and racial justice in the US South reflected in a clear commitment to the mission and growth of the Hive Fund.
- Knowledge of the US South and the intersectional efforts to achieve climate, gender, and racial justice.

### **WORK ENVIRONMENT, SCHEDULE & TRAVEL**

The executive assistant will be an employee of the Hive Fund's fiscal sponsor, the Windward Fund. This is a full-time salaried position with comprehensive benefits. As a distributed organization, our team members currently work remotely embedded in key regions across the US and mainly work from home or in co-working spaces. The Hive Fund will provide necessary office equipment and supplies for remote work and work in co-working spaces. Approximately 15% travel, mainly regional, is ideal to support an intentionally distributed workplace with up to four annual staff gatherings; to build trust and relationships by meeting grantee partners in their communities; and to attend conferences and other learning and networking events. Reasonable accommodations will be made for individuals with disabilities, caregiving responsibilities, and those who reside in rural areas.

### **COMPENSATION & BENEFITS**

The Hive Fund's compensation practices support staff in thriving and are part of living into the just, equitable world we are actively creating. These practices are guided by the Hive Fund's six [core values](#), especially transparency, equity, and healing & security. The salary range for this position is \$90,000-\$110,000, commensurate with qualifications, and the competitive benefits package provided to all Windward Fund employees including health coverage; retirement benefits; paid sick leave; vacation and holidays; and access to professional development resources.

### **COMMITMENT TO EQUAL EMPLOYMENT**

In alignment with our [core values](#) and approach, the Hive Fund is committed to a diverse, collaborative, and sustainable work environment. We recruit and hire with an understanding of systemic oppression and of the lived reality of people with marginalized identities and strongly encourage all to apply, especially Black, Brown, and Indigenous people; queer, trans, and gender non-conforming people; intersex people; people with disabilities; and formerly incarcerated people.

The Hive Fund is a project of Windward Fund, a 501(c)(3) public charity that incubates new and innovative public-interest projects and grant-making programs. Windward 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. Windward'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.

### COVID-19 POLICY

To center the safety and well-being of its employees, Windward 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@windwardfund.org](mailto:HR@windwardfund.org).

### HOW TO APPLY

The Hive Fund is partnering with [Walker and Associates Consulting](#) – a Black woman owned and led strategic consultancy. Email a cover letter and resume by January 11, 2023, to [hivefund@walkeraac.com](mailto:hivefund@walkeraac.com). We invite you to lift up relevant qualifications not specified in this announcement that might make you ideal for this role in your cover letter. Use the subject line “Executive Assistant.” One combined PDF file is preferred. Candidate review begins immediately. Beginning in late January of 2023, advancing candidates may be invited to participate in two rounds of interviews. Finalists may also be asked to respond to an advanced assignment related to a real-time challenge that the executive assistant would face in this role. We hope to have a new executive assistant joining our team by no later than early spring of 2023.