



**hive fund**  
FOR CLIMATE AND GENDER JUSTICE

## POSITION ANNOUNCEMENT

### Operations Coordinator

**Reports to:** Two Co-Directors

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

**Location:** Ideally based in the U.S. South (specifically TX, LA, MS, AL, GA, FL, SC, NC); Distributed org

**Apply by:** April 1, 2021

---

#### **ABOUT THE HIVE FUND**

The [Hive Fund for Climate and Gender Justice](#) raises funds and makes grants to organizations working at the intersection of climate, gender, and racial justice crises in the U.S. that have historically lacked access to funding. Founded in September 2019, we spent our first year cultivating community and co-creating values and practices that position us well to bring on our first full-time team members to work with the founding co-directors. This is an exciting time for a collaborative partner with relevant lived experience in the South to take our work to the next level.

The Hive Fund supports groups advocating for strong policies; building social movements to intensify public demand for change; facilitating civic engagement to build political power and hold decision-makers accountable; and conducting creative communications efforts to move hearts, minds, and imaginations. The Hive Fund supports grantee partners with significant amounts of multi-year general support and trust in their expertise. A majority of our funding is awarded to groups in the South, where pollution levels are higher and philanthropic funding levels are lower than elsewhere in the country.

We approach grant-making differently, with a vision of resources rooted in abundance, not scarcity, and a recognition that relationships, trust, and integrity are essential and invaluable assets to propel social change. As a re-granting organization, the Hive Fund is in relationship with funders and grantee partners: we operate in a space between movements and money that is rich with the possibility of individual, organizational and systemic transformation. We move toward a more equitable and just future, in part, by unlocking resources and returning them to the communities from which they were extracted. We are accountable to and make all major decisions in consultation with key advisors, participatory working groups, and grantee partners. We foster collaborative relationships with funding partners and allies to challenge and change harmful practices in the philanthropic sector that reflect and reinforce white supremacy and misogyny.

More information about the Hive Fund can be found at [www.hivefund.org](http://www.hivefund.org).

#### **ABOUT THE POSITION**

In this newly created position that the selected candidate will help shape, the Operations Coordinator will ensure the Hive Fund's systems and practices allow the organization to live out our values, scale in

influence and impact, and deliver efficiently and powerfully on our vision and mission. This solutions-oriented systems virtuoso will make everything within the Hive Fund run smoothly and in alignment with our [core values](#), knowing that relationships and how we cultivate them are as important as effective systems and processes.

Reporting to the co-directors, the coordinator will play a critical role in building a positive organizational culture where systems seamlessly support the Hive Fund's commitment to authentic collaboration with grantee partners, funding partners, advisors, and other key stakeholders. The coordinator brings ingenuity, inventiveness, flexibility, and the ability to prioritize demands and be responsive to shifting conditions when necessary. This role is an opportunity to build toward a career in human resources and operations, supporting practices that move us beyond diversity to dismantling systems of oppression while designing equitable systems, processes and culture.

## ESSENTIAL JOB FUNCTIONS

### ***Scheduling & Event Planning***

- Schedule regular Advisory Board, Participatory Decision-Making Working Group, and committee meetings. Support the care and cultivation of Advisory Board members by being responsive to their requests.
- Help organize annual Advisory Board and staff retreats, including location scouting (post-COVID), agenda-setting with the co-directors and Advisory Board leadership, catering, IT, logistics, and travel.
- Support the co-directors with some scheduling.
- Help promote the Hive Fund brand in creative ways at external events and help make Hive Fund a group that others want to be part of. Manage event planning as needed, including travel arrangements (Post-COVID), swag, and other materials or supplies, and safety.

### ***Systems Development***

- Manage, create, and/or optimize operational and organization-wide systems, processes, tools, and technology including project management software, a grants management and budget platform, relationship management system (CRM), cyber-security protections, and other systems as needed.
- In conjunction with co-directors and/or strategic consulting partners, support onboarding and retention of staff; manage professional development opportunities; and integrate healing and wellness practices to ensure a strong team is in place and supported for growth and success.
- Help to determine and manage the operations budget by providing research, cost-analysis, expenditure tracking, and reconciliation with our fiscal sponsor's accounting systems.
- Serve as the Hive Fund's main liaison to our fiscal sponsor, including monthly check-ins, providing traffic control for Hive Fund staff interacting with the fiscal sponsor.
- In conjunction with co-directors and/or strategic consulting partners, create and maintain a values-centered supplemental employee handbook and operations manual for all staff; ensure alignment of practices with employee handbooks, onboarding materials, and other organizational-wide policies and procedures, especially geared toward a decentralized team working across three or more time zones and employing shared leadership models.

### **Operations Support**

- Process consultant and vendor contracts and payments in partnership with fiscal sponsor.
- Process honorarium paperwork/expense reimbursement for advisors.
- Help develop and implement safety protocols for the organization and staff's distributed workspaces. Work with IT consultants to ensure that organizational technology is running smoothly and in compliance with security protocols.
- Provide project management support for special projects for co-directors as needed, maintaining the timeline and facilitating progress.

### **QUALIFICATIONS & CHARACTERISTICS**

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

- Lived and work experience relevant to climate, gender, and racial justice in the U.S. South, reflected in a clear commitment to the mission and growth of the Hive Fund.
- 3+ years of operations, systems-management and/or administrative experience, preferably in the nonprofit and/or philanthropic landscapes.
- 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.
- Exceptional technological savvy with the ability to choose, implement, and train others to use technology in the execution of our work, including facility with software and systems such as Asana, Fluxx, and Every Action. Experience having selected, initiated, and scaled up comparable systems to meet evolving team and organizational needs is preferred.
- Advanced Excel ability.
- Demonstrated project management abilities to ensure Hive Fund systems and practices are operating smoothly, efficiently, and in alignment with our core values.
- Demonstrated attention to detail and ability to juggle many projects, self-direct time management, and prioritize.
- Outstanding oral and written communications skills and high emotional intelligence.

**Preferred** - Preferably, the coordinator will also have this desired experience and skill to enhance their thought partnership in the role:

- Knowledge of the U.S. South and the intersectional efforts to achieve climate, gender, and racial justice.

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

The Operations Coordinator will be a non-exempt 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 U.S. and will mainly work from home or in co-working spaces post-COVID. The Hive Fund will provide necessary office equipment and supplies for remote work and work in co-working spaces. Approximately 5% travel, mainly regional, is ideal to support an intentionally distributed workplace, 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 Fund's six [core values](#), especially transparency, equity, and healing & security. The salary range for this position is \$85,000 - \$100,000 commensurate with qualifications, with overtime pay for all hours worked beyond 40 in a workweek plus access to professional development resources 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, Hive Fund is an equal opportunity employer committed to a diverse, collaborative, and sustainable work environment. We believe that White supremacy, misogyny, and economic systems that make pollution profitable are intimately intertwined. Addressing the climate crisis at a scale and in the time needed to avert disaster will require transforming the systems of power governing who pollutes, who profits, and whose lives are valued. We therefore recruit and hire with the understanding of systemic oppression and of the lived reality of people with marginalized identities and strongly encourage all to apply, especially Black, Indigenous and People of Color; lesbian, bisexual, queer, trans and gender non-conforming people; intersex people; people with disabilities; and formerly incarcerated people. We do not discriminate based upon race, color, national origin, ancestry, sex, gender identity, sexual orientation, sexual identity, age, religion, creed, disability (actual or perceived), medical condition including genetic characteristics, marital status, domestic partnership status, citizenship, military service, height, weight, HIV/AIDS status, or any other characteristic protected by state or federal law or local ordinance.

## 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 April 1, 2021 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 “Operations Coordinator.” One combined PDF file is preferred. Candidate review begins immediately. Beginning in April, advancing candidates may be invited to participate in two rounds of interviews with a diverse set of Hive Fund staff and partners. Finalists may also be asked to respond to an advanced assignment related to a real-time challenge that the coordinator would face in this role. We hope to have a new coordinator joining our team by late spring or early summer.