



YOUTH ENGAGEMENT FUND

Job Announcement Executive & Operations Assistant, Exempt Full-time; NYC Preferred (open to candidates in YEF key states: AZ, FL, GA, NM, TX); \$55,000 – \$65,000 commensurate with experience.

Who We Are Led by young women of color organizers under the age of 35, the Youth Engagement Fund (YEF) is the only donor collaborative dedicated to increasing the civic participation and electoral power of young people. YEF serves as the megaphone for the youth civic engagement within the philanthropic sector as we catalyze and facilitate greater philanthropic investment in building political participation and civic activism among young people, their networks, and communities to accelerate progressive social change. We uplift the voices and agency of young Black, Indigenous, people of color to advance democratic governance and generate a culture of year-round civic engagement. In 2020, YEF granted over \$3 million to 53 organizations (movement partners) in 13 states and nationally.

YEF's grantmaking principles lead through a philanthropic leadership model that: 1) demonstrates commitment to racial equity; 2) supports the advancement and power building of young Black, Indigenous, people of color (BIPOC); 3) adds value to building local infrastructure in key geographic areas with the largest and growing numbers of communities of color; and 4) expands resources for youth focused efforts that create vehicles for youth and communities of color to lead and become life-long civic participants through issues that are important to them. We move money and resources to state-based youth-focused social justice organizations –mainly in the South and Southwest –that engage youth in civic engagement, including non-partisan voter engagement, issue and electoral campaigns. To **build, grow** and **catalyze** resources, infrastructure, and leadership in the youth civic engagement sector, YEF (1) provides monetary grants, (2) serves as a connector and convener, and (3) supports access to technical assistance to ensure youth focused groups are equipped with the tools, relationships, and structures necessary for success. YEF brings together diverse donors both institutional and individual, working across issues, and in varied regions, to enable collaborative grantmaking towards the common goals of a more reflective and inclusive democracy.

YEF is committed to **Deep Community Care** to ensure that the communities we engage define and have agency over the conditions for them to feel safe, supported and healthy; and to **Building a New Normal** that centers Black, Indigenous, and Youth of Color and their communities, creates intentional pathways to dismantling structural racism and white supremacy, and engages a new wave of politicized young people of color that expands the electorate and transforms American democracy.

A Power Building Team Since 2019, YEF has engaged in thoughtful organizational and leadership development processes to meet the demand of the socio-political moment. YEF is guided by the leadership of Executive Director, Alejandra Ruiz who has been involved in the movement for social justice

for 17 years since she first shared her story as an undocumented student turned new youth voter. In 2020 YEF optimized capacity and talent to meet the demands of the moment, and the vision for a transformative future in philanthropy. YEF's team is made up of young women of color with deep expertise, training and lived experience in the areas of democracy and civic engagement, youth leadership, immigration, criminal justice, resource organizing, philanthropy and capacity building. Joining YEF is an opportunity to be part of a new approach to building a philanthropic community towards a vision for intersectional grantmaking. Working with YEF is an opportunity to excel and grow as a leader. YEF has a strong commitment to the personal and professional development of its staff.

Position Summary This is a vital position in the organization that serves the effectiveness and capacity of the Executive Director, focused on providing direct organizational management and executive support through operations and communications. The Executive & Operations Assistant works closely with the Executive Director and will primarily manage the day to day operations of the organization while serving as the primary point of contact for internal (staff, board, fiscal sponsor's project manager) and external stakeholders (donors, grantees, and organizational partners). They will collaborate with the Donor Organizing Officer to track, manage and ensure timely progress on deadlines related to grantmaking.

Core Responsibilities

Organizational Management

- Managing the day to day operation of the organization:
 - Lead, maintain and contribute to the development of strong, efficient administrative systems, practices and tools to improve the remote work of the YEF team.
 - Work with the Executive Director to ensure organization expenditures are coordinated and tracked in compliance with our fiscal sponsor, NEO Philanthropy, guidelines.
 - Manage processes to ensure YEF's good standing with our fiscal sponsor including: reconciling business credit card expenses with receipt submission via Nexonia; submit receipts for reimbursements; work w/ vendors and NEO to ensure timely and adequate payments; draft and follow-up on consultant and vendor contracts; attend required organizational webinars and meetings by NEO Philanthropy including but not limited to HR, Nexonia, Project Portal, project management.
 - Manage PRF's for grantees and YEF consultants.
 - Ensure important documents are organized and filed according to YEF's filing system.
 - Assist in logistics for virtual or in-person convenings and meetings including managing virtual and/or in-person production or booking travel and accommodations for participants.
 - Responsible for mailing materials/packages to staff and or external parties.
 - Update and manage YEF Organizational Calendar to ensure that all key dates are entered, and that staff are aware of upcoming deadlines and events

- Grants Administration:
 - Support Donor Organizing Officer in execution of fundraising processes to ensure key deadlines are met throughout the year.

- o Design, manage, and implement systems for submission of proposals, grant reports, and other tracking data of YEF grantees and partners.
- o Ensure completion of YEF grantmaking cycles. This includes ensuring that all required documentation for payment is obtained from grantees, getting grant award letters signed, confirming grantees received payment, etc.

Executive Director Support

- Lead preparation for virtual or in-person conferences and events.
- Work with the Executive Director to set goals, develop materials, and follow-up plans for all in person conferences, meetings, and events, including but not limited to speaker and attendee bios, background information, talking points, and logistics for the event.
- Support as identified with scheduling meetings, for the Executive Director and ensure all involved have the necessary materials for events.
- Support preparation of YEF Guiding Circle (advisory board) meetings, and present as needed.
- Track and manage all Executive Director follow-ups with key stakeholders and draft emails and other written content to advance these as identified with the Executive Director.
- Manage internal staff deadlines related to YEF's key result areas and team work plan, including troubleshooting issues with the Executive Director.
- Update and track ED external partner interactions and contacts on YEF's CRM.
- Support with accurate note taking for key meetings.

Skills and Qualifications

- Commitment to the Youth Engagement Fund's vision.
- Experience in social justice movements (youth and civic engagement / electoral preferred).
- Knowledge of race, class, gender lens and experience using it in verbal and written communications.
- Excellent team building and project management skills.
- Record of success building and maintaining thorough tracking systems.
- Preferred experience with GSuite, Submittable, AirTable, Nexonia, and CRM's.
- High comfort level in interactions with philanthropic leaders, donors, and organizational leaders.
- Positive and energetic outlook, engaging personality.
- A core strength in advanced listening, translation, and problem-solving skills.
- High degree of personal organization and results-orientation that allows success in an outcomes-oriented environment.
- Proven ability to exercise sound judgment and work independently on complex initiatives.
- Strategic thinking capability combined with effective management and attention to details.
- Ability to effectively and concisely communicate issues with the Executive Director and other staff.
- Intermediate experience serving on an executive and/or other senior level leadership team.
- When safe travel resumes, this role requires ability to travel multiple times a year, often cross-country, including some weekends and overnight stays.

Salary \$55,000 – \$65,000 commensurate with experience. A competitive benefits package includes health, dental, vision, and life insurance, a 401(k) retirement plan, paid holidays, and generous vacation and sick time. Opportunities for additional training and advancement are available.

To Apply Please send a cover letter (max 2 pages) and resume to admin@youthengagementfund.org. Applications will be reviewed on a rolling basis until the position is filled.

Equal Employment Opportunity: The Youth Engagement Fund is a fiscally sponsored project of NEO Philanthropy. NEO Philanthropy is an equal opportunity employer. We consider applicants for all positions without regard to race, color, religion, creed, gender, national origin, age, disability, marital or veteran status, sexual orientation, or any other legally protected status.

The Youth Engagement Fund is committed to economic, racial and social justice. We aim to attract, develop and retain exceptional people, and to create a work environment that is dynamic, rewarding and that enables each of us to realize our potential. Women, people of color, LGBTQIA+ people, and members of other historically disenfranchised populations are strongly encouraged to apply.

www.youthengagementfund.org