



Rockefeller Brothers Fund

Philanthropy for an Interdependent World

Employment Announcement: Associate to the Corporate Secretary

About the Fund

Founded in 1940, the Rockefeller Brothers Fund (RBF) advances social change that contributes to a more just, sustainable, and peaceful world. The RBF's grantmaking is organized around three themes: Democratic Practice, Peacebuilding, and Sustainable Development. Though the Fund pursues its three program interests in a variety of geographic contexts, it has identified several specific locations on which to concentrate cross-programmatic attention. The Fund refers to these as "RBF Pivotal Places": subnational areas, nation-states, or cross-border regions that have special importance with regard to the Fund's substantive concerns and whose future will have disproportionate significance for the future of a surrounding region, an ecosystem, or the world. The Fund currently works in two pivotal places: Southern China and the Western Balkans. The Charles E. Culpeper Arts & Culture program, focused on New York, nurtures a vibrant and inclusive arts community in the Fund's home city.

Through its grantmaking, the Fund supports efforts to expand knowledge, clarify values and critical choices, nurture creative expression, and shape public policy. The Fund's programs are intended to develop leaders, strengthen institutions, engage citizens, build community, and foster partnerships that include government, business, and civil society. Respect for cultural diversity and ecological integrity pervades the Fund's activities.

The Rockefeller Brothers Fund also manages The Pocantico Center as part of an agreement with the National Trust for Historic Preservation. The Pocantico Center is a venue for conferences and meetings on critical issues related to the Rockefeller Brothers Fund's mission.

Position Summary

The Rockefeller Brothers Fund seeks an associate to the corporate secretary who will manage a variety of administrative logistics related to the governance and legal responsibilities of the office of the corporate secretary. S/he will participate in drafting, editing, and proofing board and committee minutes and other corporate documents. The incumbent will review documentation for 501(c)(3) equivalency determinations and regularly interact with the board of trustees around scheduling and other logistical matters. S/he will partner with the corporate secretary and other staff to organize board and other trustee committee meetings, as needed.

The associate is responsible for managing the administrative functions of the office of the corporate secretary. S/he is available to assist with management of ongoing, as well as special projects, such as enterprise risk management work at the Fund, and other high-level institutional events. The associate performs other tasks as assigned by the corporate secretary.

Key Responsibilities

Manage Administrative, Logistical, and Special Projects

- Produce the initial drafts of board and committee minutes.
- Prepare and disseminate materials for RBF trustees and staff.
- Act as a liaison between trustees, staff, and officers. Address informational inquiries and refer issues to corporate secretary, or others, as appropriate. Make necessary reservations and arrangements for trustees as requested, e.g., hotel, air travel, etc.
- Organize logistics and technical support needed for board meetings and other committee meetings and outside board meetings.
- Partner with corporate secretary to coordinate enterprise risk management work at the Fund, including taking on special projects as needed in different areas.
- Prepare various reports, as requested. Proof on an as-needed basis; e.g., board resolutions, reports, etc.
- Maintain the filing systems for Office of the Secretary, both physical and electronic records including institutional documents and board meeting minutes books.
- Maintain and disseminate updates via the RBF Trustee Portal and RBF Trustee Handbook.
- Prepare standardized, customized and confidential correspondence, memoranda and/or documents for the review and signature of the corporate secretary.
- Review statutes and affidavits of prospective foreign grantees and prepare first draft of nonprofit equivalency cover sheets.
- Track and maintain trustee engagement activities, and conflict of interest material.
- Oversee library including adding new publications to the inventory.
- Maintain regular internal and external contacts and manage inflow and outflow of routine information for corporate secretary.
- Take on special projects as assigned, including participating in the oral history initiative and supporting special events such as board-related meetings, etc.
- Available to other staff who may need assistance during heavy periods of office work.

The incumbent will perform all other duties assigned by the corporate secretary.

Qualifications

- Advanced English language and communication skills, both written and verbal fluency. Ability to proof and edit a variety of documents.
- Exceptionally strong interpersonal skills, including the ability to be consistently diplomatic, tactful, and professional, and to interact effectively with all levels of staff, trustees, and external parties.
- Demonstrated interest in relevant RBF program areas.
- Highly effective and efficient administrative skills and abilities, including ability to develop and implement administrative systems to accomplish work. Must be detail oriented.
- Ability to operate independently, set goals, and be disciplined in achieving them with minimal supervision.
- Ability to develop and maintain broad knowledge of the RBF's programs, practices, policies, and procedures.
- Ability to work independently, manage multiple tasks and projects with flexibility while demonstrating good attention to detail. Able to prioritize, work under pressure, and meet short deadlines.

- Ability to exercise sound judgment and handle confidential matters with discretion.
- Strong knowledge of and ability to use computer technology to efficiently accomplish work, using e-mail, the internet, Microsoft Office programs, including Word, Excel, PowerPoint, and Outlook. Other systems currently in use include Box (for document management), Intacct (for expense reporting), among others.
- Project management and event planning experience.

Additionally, each employee is expected to:

- Understand and support the philanthropic mission of the RBF.
- Respect and value those who partner with or request assistance from the RBF.
- Manage the resources of the RBF in a manner that maximizes the funds available for charitable activity.
- Appreciate the value of diversity initiatives and equal opportunity in all work relationships.
- Respect the contribution of each employee of the RBF and support colleagues in fulfilling their individual responsibilities.
- Appreciate differences in perspectives and point of view, and work collaboratively with colleagues toward shared goals and objectives.
- Commit time to RBF activities and conversations that strengthen the Fund's culture and improve its effectiveness.

Education & Experience

- Graduate degree in a relevant field such as a master's degree in English, oral history, liberal arts, etc., with three-to-five years executive-level support experience, or a bachelor's degree in a relevant field with at least five years executive-level support experience.
- Foundation and/or other nonprofit or legal experience preferred.

Application Process

The Rockefeller Brothers Fund is an equal opportunity employer and invites applications from candidates regardless of race, gender, national origin, sexual orientation, age, disability or religion. We offer a salary commensurate with qualifications and experience, a generous benefits package, and a pleasant work environment.

To apply, please send a letter explaining your interest in the position and qualifications along with a resume to employment@rbf.org. Include Associate to the Corporate Secretary on the subject line of your email. Additionally, include a brief writing sample of five-to-10 pages of your original work. No telephone or fax inquiries please. Application deadline is **June 2, 2017**.

Rockefeller Brothers Fund
Attn: Human Resources – Associate to the Corporate Secretary
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For additional information please visit our website at www.rbf.org.