



# Rockefeller Brothers Fund

Philanthropy for an Interdependent World

## **Employment Announcement: Special Assistant to the Vice President for Programs**

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### **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.

### **Position Summary**

The Rockefeller Brothers Fund seeks a special assistant for the vice president for programs. The special assistant will manage a variety of administrative, process, and project management tasks associated with the office of the vice president for programs, including managing the vice president's schedule, preparing requested materials, ensuring effective meeting preparation, and undertaking special projects, as assigned. The incumbent will conduct desk research on programmatic topics and prepare reports as requested.

The special assistant will frequently interact and liaise with the Fund's officers, staff, trustees, and external parties, and handle confidential material. S/He performs other tasks as assigned by the vice president for programs.

### **Key Responsibilities**

#### Administrative Support

- Act as vice president's liaison with and between officers, program staff, various departments, trustees, and external parties.
- Plan and/or coordinate meetings, conference calls, travel arrangements, and events for the vice president. Manage the vice president's calendar and proactively make adjustments as shifting priorities require.

- Prepare and, as appropriate, compose standardized, customized, or confidential correspondence, memoranda, and/or documents for the review and signature of the vice president.
- Respond to informational inquiries and refer issues to either the vice president for programs or others, as appropriate.
- Manage the inflow and outflow of routine information for the vice president. Organize and prioritize the office in and out boxes.
- Screen incoming telephone calls and correspondence and respond independently when appropriate.
- Disseminate materials for the RBF trustees and staff (e.g., meeting agendas, board materials, program reviews, budget memoranda, human resources correspondence, miscellaneous memoranda, etc.).
- Fax, file, scan, and photocopy, as needed.
- Provide general administrative support as requested.

### Special Projects

- Conduct assigned research to support program development initiatives.
- Prepare reports on special projects as assigned by the vice president (e.g. report on NYC grantmaking; documents that synthesize material contributed from across the RBF programs; meeting notes; etc.).
- Support preparation of materials for meetings, retreats, and other events.
- Draft grant recommendations for vice president's discretionary budget based on proposals and meetings with prospective grantees.

### Budget and Information Management

- Manage the office of the vice president's expense and program development budgets, and develop event-specific budgets.
- Maintain current address, telephone and email directories to facilitate communication with grantees and others, and coordinate lists with Fund-wide databases, as appropriate.
- Maintain various electronic databases to track proposals and other grant-related information.
- Support effective use of the Fund's document management system; maintain electronic files on all correspondence and other material that originates in the office of the vice president for programs.
- Maintain proficiency with all RBF information technology systems.

*The incumbent will perform all other duties assigned by the vice president for programs.*

### Qualifications

- Advanced English language and communication skills, both written and verbal fluency.
- 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.

- 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 manage multiple tasks and projects with flexibility and detail orientation. 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), and GIFTS (for grants management) among others.

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

- B.A./B.S. degree and five to seven years of executive-level support experience; graduate degree (M.A., M.P.A., etc.) with three to five years executive-level support experience.
- Foundation and/or other nonprofit 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 [jobs@rbf.org](mailto:jobs@rbf.org). Include *Special Assistant to the Vice President for Programs* 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 **March 31, 2017**.

**Rockefeller Brothers Fund**  
**Attn: Human Resources – Special Assistant to the Vice President for Programs**  
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**New York, NY 10115**

For additional information please visit our website at [www.rbf.org](http://www.rbf.org).