



Rockefeller Brothers Fund

Philanthropy for an Interdependent World

Employment Announcement: Executive Assistant to the Counsel and 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. Although 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, China and the Western Balkans, and is launching a third, Central America, during 2021. 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 Executive Assistant to the Counsel and Corporate Secretary reports to the Counsel and Corporate Secretary (CCS) and manages administrative responsibilities related to the governance and legal functions of the CCS. The incumbent will be responsible for writing, editing, and proofing board and committee minutes and other corporate documents. They will manage the 501(c)(3) equivalency determination process for non-U.S. grantees in conjunction with external contractors and RBF staff. The Executive Assistant to the CCS will regularly interact with the RBF Board of Trustees for scheduling and other administrative and technical matters.

Key Responsibilities

Managing Governance Projects

- Write board and audit, investment, and Pocantico committee minutes.
- Prepare orientation materials for new trustees.
- Manage the RBF's Trustee Portal.
- Prepare annual trustee handbook.
- Manage trustee and staff conflict of interest information.
- Partner with CCS to support enterprise risk management work at the Fund.

Managing Administrative, Logistical, and Special Projects

- Prepare and disseminate materials for RBF trustees and staff (i.e., meeting agendas and memoranda).
- Act as a liaison among trustees, staff, and officers for CCS, board/committee meetings, and support matters, including scheduling; address informational inquiries and refer issues to CCS or others, as appropriate.
- Manage trustee travel and expense and CCS office budgets.
- Lead meetings to organize logistics and technical support needed for board and other committee meetings and outside meetings.
- Research corporate files and organize materials to respond to requests for documents and information from officers.
- Maintain physical and electronic records filing systems for the Office of the CCS, including RBF Documents of Record and Board Meeting Minutes books.
- Prepare standardized, customized, and confidential correspondence, memoranda, and documents for the review and signature of the CCS.
- Upload various documents (grant memos, board dockets, investment reports, Pocantico Center calendar) to the RBF Trustee Portal.
- Make necessary reservations and arrangements for trustees as requested, e.g., hotel and travel.
- Track and maintain ongoing Trustee Engagement activities.
- Proofread documents such as board resolutions, reports, etc.
- Provide logistical support, such as tracking trustee responses for meetings, conference calls, and events and ordering necessary supplies specific to corporate record keeping.
- Maintain regular internal and external contacts and manage inflow and outflow of routine information for CCS.
- Take on special projects as assigned, including special events, board-related meetings, or delegations.

Partnering with and Supporting the Grants Management and Legal Team

- Manage equivalency determination process for non-U.S. grantees in collaboration with outside consultants and the CCS and other staff.
- Prepare anti-terrorism checks for second payments to grantees.
- Support knowledge management aspects of grants management and corporate governance, including responding to requests related to the Fund's annual audit and gathering RBF and Rockefeller family history for staff projects.
- Provide support for Grants Management as needed.
- Perform other duties assigned by the CCS.

Skills and Abilities

- Advanced writing and editing skills.
- Advanced computer skills, including email, Internet, database and document management software, and Microsoft Office suite programs.
- Ability to work independently and manage multiple projects; be flexible, detail-oriented, and able to prioritize and manage confidential information.

Education, Experience, and Knowledge

- Master's degree in English, liberal arts, or other relevant field, with at least three years executive-level support experience. Bachelor's degree in a relevant field with at least five years executive-level support experience.
- Project management/event planning experience.
- Foundation/nonprofit experience.

Expectations of All Positions

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.
- Advance the Fund's vision of becoming an anti-racist and anti-sexist institution; support diversity, equity, and inclusion efforts in core responsibilities and institution-wide efforts.
- 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.

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. The Fund is committed to becoming an anti-racist and anti-sexist institution ([read more here](#)). We offer a salary commensurate with qualifications and experience, a generous benefits package, and a pleasant work environment.

Given restrictions in place to curb the spread of COVID-19, this role will begin working remotely with the expectation of reporting to the RBF's New York City office (475 Riverside Drive) when conditions allow.

To apply, please send a letter explaining your interest in the position and qualifications along with a resume to vacancy@rbf.org. Include *Executive Assistant to the Counsel and Corporate Secretary* in the subject line of your email. No telephone or fax inquiries please. Application deadline is **June 11, 2021**.

For additional information please visit our website at www.rbf.org.