



POSITION ANNOUNCEMENT: Executive Assistant to the Executive Director Climate and Land Use Alliance

Location: San Francisco, CA

Position: Full-time

The [Climate and Land Use Alliance](https://climateandlandusealliance.org) (CLUA) is a philanthropic collaboration of the ClimateWorks Foundation, David and Lucile Packard Foundation, Ford Foundation, and Gordon and Betty Moore Foundation. Good Energies and Margaret A. Cargill Philanthropies also award grants in alignment with the CLUA Strategy. CLUA seeks to realize the potential of forested and agricultural landscapes to mitigate climate change, benefit people, and protect the environment.

POSITION DESCRIPTION

The Executive Assistant (EA) plays a key administrative role on the CLUA team, leading schedule coordination, arranging travel, retreats, meeting logistics, preparing meeting materials, Board packets and agendas and generally coordinating with the CLUA Board of Directors on behalf of the ED.

The Executive Assistant represents CLUA's leadership both internally and externally and must have good judgment and significant initiative across a broad spectrum of activities and situations. Because the ED travels or has limited availability, the Executive Assistant must be an independent and experienced assistant with strong organizational and interpersonal skills. The Executive Assistant reports to the ED, and coordinates with the rest of the CLUA staff, to ensure the administrative needs of the alliance are met.

Primary Duties & Responsibilities

The Acting Development Manager will be responsible for the following and other duties as assigned:

- **Scheduling:** Manage the ED's calendar, time, and tasks. They will perform complex scheduling in collaboration with member foundations, CLUA Board of Directors, Program team, Initiative Leads, CLUA staff, and consultants, ensuring that issues and schedules are shared as appropriate. The EA will be responsible for tracking tasks requested by the ED or to be completed by the ED. Plan and coordinate the ED's extremely active calendar of appointments in alignment with established priorities, serving as both "gatekeeper" and "gateway" to create win-win situations for direct access to the ED's time and office.
- **Travel & Meeting Coordination:** Arrange ED travel, meeting space, agenda, written materials, and assemble documents as needed. Ensure that the ED is fully briefed and prepared for meetings, events, and trips by providing or obtaining background information



for these commitments. Prepare and/or research materials for meetings and presentations; compile reference material as needed. Assist members of the CLUA Board and/or any special guests with retreat travel, and any other meetings held on CLUA's behalf.

- **Board Support:** Coordinate the agenda, logistics, deliverables, meeting space, and meeting minutes for the CLUA Board of Directors and CLUA team. Prepare Board dockets, assist with agenda development, and prepare all documentation required for all Board meetings, retreats and Board calls.
- **Managing Email Correspondence:** Manage an extremely active inbox in collaboration with the ED, synthesize content, draft or answer correspondence when appropriate, and ensure timely follow up. Write letters and emails as needed and regularly contact colleagues within and outside of CLUA as required. Review communications and documents for accuracy, completeness, format, and grammar.
- **Organize Information:** Ensure that files, both electronic and paper, are organized and current.
- **Other Administration:** Complete expense reports and other administrative responsibilities as needed. Complete monthly expense reports for the ED and self. Attend meetings when requested to collect agenda items, take notes, and produce minutes, as needed. Prioritize conflicting needs; handle matters expeditiously, proactively, discreetly with kindness and respect, and follow-through on projects to successful completion, often with deadline pressures.

Qualifications

The successful applicant will have the following minimum qualifications:

- 8+ years of administrative work experience, with 5+ years in a senior administrator/executive assistant role; past work at an environmental or rights organization a plus
- Strong writing skills that allow for drafting of materials tailored to a wide range of audiences
- Strong computer skills: a high degree of proficiency in Microsoft Office (Outlook, Word, Excel, PowerPoint), Google Suite (Drive, Docs, Forms, Sheets), and Dropbox
- Previous experience maintaining complex calendars and coordinating meetings/events for large groups of senior leaders
- Impeccable administrative and organizational skills – drafting correspondence, managing email, scheduling, record keeping
- Self-motivation, initiative, persistence, dependability, and ability to work effectively and efficiently with minimal supervision
- Creativity, resourcefulness, and professionalism
- Ability to work under pressure, prioritize, and be flexible



-
- Excellent judgement, ability to adhere to confidentiality, handle sensitive matters with discretion, and strong emotional intelligence to facilitate relationship building across the alliance
 - Demonstrated sensitivity to the needs and concerns of individuals from diverse cultures, backgrounds, and orientations. International work experience or prior experience supporting leaders working internationally a plus
 - Experience working in diverse, equitable and inclusive work environments and commitment to justice and equity work
 - Experience coordinating and creating collaborative environments among organizations preferred

Location & Organizational Structure

This position is based in San Francisco, California and employed by ClimateWorks Foundation (a CLUA member foundation that formally employs CLUA staff members based in the U.S.). ClimateWorks Foundation's offices are located in downtown San Francisco, in the Financial District.

Benefits

ClimateWorks employees receive an excellent benefits package and a competitive salary that is commensurate with experience (geographic differential applied based on location).

- **Healthcare Plans**
Multiple options available through Kaiser & UHC
 - HMO - 100% coverage for employee and dependents
 - POS - Employee pays difference beyond HMO coverage (3 out of 4 POS options are at 100% coverage for employee and dependents)
 - Dental –100% coverage for employee and dependents
 - Vision – 100% coverage for employee and dependents
- **Fertility Benefit**
 - Fertility care through Carrot Fertility. Access to on-demand doctor-approved content, pregnancy support, and virtual chats with medical, legal, and regulatory experts.
- **Disability Benefit (long and short-term)**
- **Life Insurance (3x base salary up to \$750k for employee only)**
- **Paid Time Off (PTO)**
 - 20 days (1st year)
 - 25 days (2nd - 8th year)
 - 30 days (9th year)



-
- Holidays
 - 11 Observed and 2 floating
 - 401k Plan
 - After 6 months of service, CWF automatically contributes 9% of gross earnings per pay period to retirement fund*
 - After 6 months of service, CWF matches 100% of employee contributions up to a max of 6% of gross earnings per pay period*

Application Process

Review of applications will begin Dec. 3rd, 2021, and on a rolling basis thereafter until the position is filled.

The ClimateWorks Foundation and CLUA are equal opportunity employers and welcome a diverse candidate pool. We recognize diversity as an asset essential to accomplishing our work and view diversity as encompassing differences in race and gender, as well as age, national origin, ability, sexual orientation, job skills, education, and geographic location.

All qualified candidates are encouraged to apply as soon as possible. To be considered, [please apply online](#) and upload a cover letter and resume.