

Data Management & Administrative Associate POSITION ANNOUNCEMENT

POSITION TITLE: Data Management & Administrative Associate

REPORTS TO: Director of Administration

POSITION SUMMARY:

The Just Transition Fund (JTF), a philanthropic initiative housed at Rockefeller Philanthropy Advisors, seeks a qualified individual to support organizational data management and administrative processes. The Data Management & Administrative Associate (DMA) will support the entire JTF team with managing and organizing the JTF's data and implementing several administrative processes. Time commitment is 40 hours per week but additional hours are possible during certain periods, such as staff retreats and convenings. Some infrequent travel will be required, most likely to Charlottesville, VA and/or Washington, DC.

As a start-up venture, the JTF offers a stimulating, fun, and fast-paced virtual work environment for someone interested in learning about philanthropy and energy and economic transition issues. The JTF consists of a fully virtual team, with the executive director based in Charlottesville, VA, and other staff currently in Maryland, New York, North Carolina, and Virginia. To learn more about the Just Transition Fund and its programs, please visit our website www.justtransitionfund.org.

POSITION DUTIES AND RESPONSIBILITIES:

The DMA will support the management and organization of the JTF's data and support the entire Just Transition Fund team with administrative needs. Responsibilities include:

- Ongoing organization, entry, and cleanup of a variety of datasets including contacts, partners, financials, impact & evaluation, and fundraising:
 - Continually add and make updates to the JTF's key contacts including donors, grantees, government representatives, and community partners
 - Query and track special datasets such as distribution lists and event invitations
 - Build dashboards for easy visualization of key data
 - Be responsible for the cleanliness and integrity of all data
 - Become the team expert on Airtable and teach/support the team in its use
- Provide administrative support to the organization:
 - Manage shared calendars and team meeting logistics (e.g. standing calendar events, taking notes, and tracking outcomes)
 - Support event planning such as managing invitation and RSVP lists and booking venues
 - Monitor and respond to organizational email accounts (e.g., info@justtransitionfund.org)
 - Regularly update and help organize a new project management system
 - Support financial recordkeeping and processes, such as submitting monthly expense reports to our fiscal sponsor

POSITION QUALIFICATIONS:

Qualified applicants must demonstrate:

- ***Exceptional*** attention to detail
- Strong comfort with technology and a variety of softwares/apps, including Google Suite
- Familiarity with relational databases and data management best practices
- Ability to work independently on a variety of projects and competing priorities
- Excellent organization, time management, and communication skills
- Comfort with repetitive, routine, and highly detailed, data-focused tasks
- Familiarity with Airtable is a plus

COMPENSATION AND BENEFITS

Pay range: \$55k - \$70k salary per year. The range listed is one component of the total compensation package for employees.

The Just Transition Fund offers a competitive compensation and benefits package including health/dental/vision coverage, retirement benefits with employer matching, and paid sick leave, vacation and holidays.

To APPLY:

The Just Transition Fund will accept applications **immediately**, until the position is filled. Please read the following instructions closely before beginning your application.

1. Upload your resume and cover letter [here](#).
2. After submitting your resume and cover letter, you will be redirected to Test Gorilla to complete a timed skills assessment, which will take about 20-30 minutes and must be completed in one sitting. You do not need to complete the assessment immediately, but your application will not be reviewed until the assessment is complete.
 - a. **Accommodations:** The test administrator, Test Gorilla, allows individuals who require test-taking accommodations to request them. Requests for accommodations **WILL NOT BE SHARED WITH THE EMPLOYER** unless you choose to do so. You will be asked whether you want to share this when you request the accommodation. Disclosure to the hiring manager about accommodations is completely voluntary and will not factor into hiring decisions. For more information [visit this link](#).
 - b. **Camera:** We are NOT asking applicants to turn on their camera during this assessment. We have turned off this feature in TestGorilla. However, you may see reference to using your camera in TestGorilla's instructions. *Please know you will NOT be asked to use your camera during this assessment.*
3. The Just Transition Fund will reach out to selected applicants for an interview.

Please contact us at support@justtransitionfund.org if you have any questions.

The Just Transition Fund is committed to providing Equal Employment Opportunity and to maintaining an equitable and inclusive working environment. Employment, compensation, and promotional opportunities are based upon individual capabilities and qualifications without discrimination because of race, color, religion/creed, ethnicity, gender, sexual orientation, age, national origin, marital status, medical conditions, pregnancy, disability, veteran status, or any other characteristic protected under law.