



# DONORS OF COLOR NETWORK

## **Donors of Color Network Executive Assistant**

The Donors of Color Network is the first-ever cross-racial community of high net wealth donors and movement leaders committed to building the collective power of people of color to achieve racial equity. The Network launched in March 2019 and is building our team.

The Executive Assistant is a crucial role in our growing organization as he/she/they will be responsible for creating efficiency and ensuring the Co-Directors are on point in their endeavors. This role is often the first point of contact for the organization.

The primary responsibilities of the Executive Assistant will include:

- Overall administrative support for the Network
- Support the Co-Directors across project and operational needs, including scheduling and calendar management (about 50% of time)
- Serve as liaison and representative for Co-Directors
- Communicate with and provide support to the Board of Directors
- Salesforce management and support
- Provide support for regional gatherings and national convenings
- Support digital subscriptions and infrastructure for Network
- Manage and support newsletter
- Manage or support Donors of Color social media

### **Qualifications**

- Deep personal alignment with mission and values of the Network
- High degree of discretion
- Proven experience as an executive assistant or other relevant administrative support experience
- In-depth understanding of Google Apps, Salesforce, and Slack
- You are joining a small and growing team - sense of humor, listening, being additive

- Excellent written and verbal communications - gotta be really good at this - professional + personal connection
- A proactive approach to problem-solving with strong decision-making skills
- Ability to work on a virtual team
- Travel may be needed from time to time.

### **Benefits**

We're a growing organization and are expanding our benefits offering. Currently, we offer medical, dental, vision and paid leave. Salary range: \$55k-\$70k

### **How To Apply**

Please email a writing sample, cover letter and resume to [team@donorsofcolor.org](mailto:team@donorsofcolor.org)