Special Assistant to the Executive Director

Foster America: Who We Are

Foster America is a nonprofit startup that aims to improve the lives of our nation’s most vulnerable children: youth in foster care and other children who have been abused, neglected or orphaned. We recruit talented professionals who bring skills and perspectives from other sectors that child welfare agencies need to innovate and evolve: data and technology, design and marketing, finance, and strategy and operations. We give these professionals the training and tools they need to succeed as 18-month, full-time fellows in child welfare agencies across the country. In the short term, fellows lead local reform projects that require their specialized skills to make a measurable impact. In the longer term, we will help to scale the innovations fellows develop and build a movement of fellowship alumni who will help transform the child welfare system. Within three years, we will recruit over 100 new leaders to the field. To date, Foster America has launched three cohorts of fellows, who have served in 20 different agencies across the country.

For more information about Foster America, please see our website: www.foster-america.org.

Role Overview: Who You Are

We’re looking for a highly-efficient and self-motivated Special Assistant to our Executive Director. You’ll be a core addition to our small team and play an integral role in helping the organization run smoothly and reach new audiences as we rapidly grow.scale. We are seeking someone who will see this role as a path to leadership development and professional growth. The right person will feel energized and accomplished by running things behind the scenes. You will be creative and detail-oriented, with great writing skills.

What you’ll do:

● **Direct support for Executive Director:** Manage her active calendar and ensure that she is present and prepared for her daily responsibilities, including meetings, stakeholder management, and outreach. Prepare ED for upcoming events. Provide administrative support for expense reports, travel plans, and other tasks as needed

● **Engagement:** Manage daily email correspondence and all follow up from meetings. Support the Executive Director in stewardship of relationships

● **Written communications:** Author grant applications and executive communications; create material for print, web, social media, and other collateral

● **Fundraising support:** Research prospective funding opportunities, draft proposals, and help prepare funder reports

● **Event prep and coordination:** Plan logistics and support key events including fellowship interview days, training opportunities for fellows, and fundraising events

● **Systems administration:** Manage the systems and software (e.g. Salesforce) necessary to track a rapidly expanding base of supporters, contacts, tasks, and opportunities

● **Fellowship support:** Aid with the screening and tracking of fellowship applicants

● **Special projects:** We’re a small team and new things come up all the time—you should be ready to dive head first into any project that comes up!
How Others Might Describe You:

- Extremely organized and detail oriented—you have a stellar track record for execution and never miss a moving piece
- Reliable and known for following through on projects to completion
- Good time manager—able to keep yourself and others on track
- Great judgement—you know how to handle things independently and when to level up
- Outstanding verbal and written communication skills—you can craft quick and professional emails and confidently represent the organization to others
- Able to multitask and prioritize conflicting needs
- A go-getter—comfortable in a fast-paced, sometimes virtual work environment, love to take on new challenges, and contribute actively to team discussions
- Passionate about social change and specifically improving outcomes for vulnerable children and families

Education/Experience:

- Associate or Bachelor's degree preferred, or equivalent sector or lived experience
- Prior writing experience is preferred

Work Environment:

- This is a full-time position based in San Francisco, CA with a start date as soon as possible
- The projected salary range for this position is $56,000 to $60,000
- This position will require occasional domestic travel
- As a geographically dispersed team, our work is frequently conducted by phone, video, and email

To Apply:

Please send a cover letter and resume with your full name and “Special Assistant” in the subject line to careers@foster-america.org.

Foster America, a project of Tides Center, is an “at-will” and equal opportunity employer. Foster America does not discriminate and takes measures to ensure against discrimination in employment, recruitment, advertisements for employment, compensation, termination, promotions, and other conditions of employment against any employee or job applicants on the bases of race, religion, sex, national origin, ethnicity, age, mental or physical disability, sexual orientation, gender (including pregnancy and gender expression) identity, color, marital status, veteran status, medical condition, or any other classification protected by federal, state, or local law or ordinance. Reasonable accommodation will be made so that qualified disabled applicants may participate in the application process. Please advise in writing of special needs at the time of application.