

Job Announcement



The Urban Movement Innovation Fund

Via Rockefeller Philanthropy Advisors

Operations Assistant

Location: Flexible location, global, home-based. Preference for a time zone between US West Coast and Western Europe.

Salary: Salary dependent on location

Reports to: Events Manager and Administrative Manager

Contract Type: Permanent Employment

Background

The [Urban Movement Innovation Fund \(UMI Fund\)](#) works to connect, align, and strengthen people-power for a more socially just, zero carbon future. UMI Fund believes that people-powered movements are critical to creating a zero-carbon world, generating the drive and popular support necessary for huge political, cultural, and technological shifts. Drawing together and amplifying the efforts of NGOs working on technical or policy solutions with those of campaign or grassroots groups and movements working to increase citizen engagement and activity. UMI Fund's goal is to dramatically accelerate humanity's transition to a zero-carbon world. UMI Fund is a convener of the field, an advisor to philanthropy, and a grant maker.

The UMI Fund Operations Assistant is a new role that will be essential to supporting and building the global UMI community. The Operations Assistant will support the work of the administration manager and the events manager, especially in navigating daily tasks that constitute this dynamic and fast-paced team.

Primary Responsibilities

The Operations Assistant will play a central role in supporting and learning from the network to inform critical decision-making and structure-building at this juncture of growth. This will involve observing,

listening, sorting, discerning, and cataloguing important information to support and input to critical decision-making and structure-building.

Main Responsibilities

- Providing executive support in a participative and collaborative way to contribute towards building a constructive team culture and creating successful events.
- Logistical organizing and creating orderly administrative systems that are accessible and can be shared and usable by a whole team (which is often working remotely and internationally).
- Data entry for grants and contracts.
- Invoice collection, control, entry, and liaison.
- Expenses collection and entry.
- Contract writing.
- Maintaining the filing system.
- Updating the task management system.
- Assisting the administration manager with project management.
- Help with board meeting logistics.
- Maintaining and updating events databases and filing.
- Organization of logistics for in-person events:
 - Liaising with event participants.
 - Supporting the event manager and local coordinator with event logistics.
 - Supporting the event manager in event development.

Attributes

Detail-focused

- High attention to detail, understanding of the need to present data and information with clear and context-appropriate communication.
- Commitment and persistence in completing complex tasks.
- Professionalism in managing external contacts and sensitive information.

People-focused

- A person-oriented candidate who will contribute towards building a constructive team culture.
- Solution-oriented.
- Practical and helpful when collaborating with others.
- In demanding situations:
 - Able to exercise good judgement.
 - A focus on de-escalating conflict and supporting resolutions.
 - Patient and understanding.

Skilled

- Independent and self-reliant.
- Strong written and verbal communication skills, quick thinking, and strong organizational skills.
- Able to prioritise tasks.
- Capacity to communicate effectively in-person and remotely.
- Persistence when working as liaison.
- Able to organise and schedule effectively when travelling and dealing with a team in different time zones.

Experience

The following offers an aspirational view of our ideal candidate profile; however, we encourage applications from candidates with a wide range of experiences and backgrounds, especially those from underrepresented groups.

- Working in teams with diverse working styles and levels of technological comfort.
- Working internationally, understanding of different working practices.
- Working with different tools, having cultivated a preference and understanding for different tools according to problem or context.
- Working on long-term, complex tasks with multiple actors.
- Knowledge of (or demonstrated ability to learn) software such as Mailchimp, Zoom, Google Suite, Slack, Doodle polls, Signal. Example tasks include exporting CSV files and maintaining mailing lists.

Additional Information

- This will be a full-time remote role with a necessarily flexible schedule. The UMI Fund is committed to providing equivalency of salary and benefits across its global team and maintaining a sustainable and positive working environment for all team members.
- Staff in the US are employed by Rockefeller Philanthropy Advisors; benefits include healthcare, access to a 401(k), and paid time off. Staff outside the US are employed by an employer of record in the country in which they reside.
- The salary range for this position is dependent on experience and location.
- This position will require international travel and considerable time collaborating with staff and stakeholders in multiple time zones.

How to Apply

Please send a letter of application stating the skills and approach that you would bring to the post with your CV/resume (no photos) in strict confidence by email only Ruth Gardner at ruth@darylupsall.com. Please ensure that they are sent as PDF documents with the titles “your name cover letter” and “your



name CV” Please put “UMI Fund –Operations Assistant” in the email subject line. Also please let us know where you saw the post advertised.

UMI Fund is committed to diversity, equity and inclusion and encourages applications from people of all backgrounds, particularly underrepresented groups. UMI Fund is committed to safeguarding and promoting the welfare of children, as detailed in [our child and adults-at-risk safeguarding policy](#). We expect all staff to share this commitment. Please note that the successful candidate may undergo reference checks and be required to provide a police record prior to starting employment.

The deadline for applications is Sunday 29th January 2023