



**POSITION PROFILE FOR
Executive Project Specialist
Updated: June 21, 2022**

ORGANIZATION

The Steve Fund is the nation's leading organization focused on promoting the mental health and emotional well-being of young people of color. Through its work impacting thousands of students and families throughout the country, it aims to build and elevate systems that will create a more equitable future. The Steve Fund's people are experts working with the nation's leading colleges and universities, nonprofits, researchers, corporations, and mental health experts. The Steve Fund's vision is that every student and young person of color is fully supported by programs, services and institutional cultures that value mental health and well-being.

In its seventh year, the Steve Fund's reach is poised to expand dramatically, ushering in a transformational period of growth in funding, organizational capacity and impact. This transition comes at a moment when conversations about racial equity, mental health, well-being and the promise of America's young people of color are at the forefront of our nation's collective conscience. We have the potential to positively impact the lives of millions of young people of color in higher education and their early years in the workforce, and we see a digital-first strategy as the primary pathway to reach this scale. We are calling this strategy the Steve Fund's "digital transformation."

The Steve Fund is a virtual organization, with remote employees based throughout the United States. This position reports to the Executive Director.

Job Summary

The Organization is seeking a full-time Executive Project Specialist to the Executive Director to provide dynamic and varied administrative support to the Board of Trustees, Executive Director and operations and finance manager. This position is an ideal opportunity for an individual who is intensely organized, cool under pressure, detail-oriented, and keen to learn. The primary focus of this role will be to enable the ED to respond quickly and effectively to both urgent and ongoing demands.

Position Responsibilities

- Serve as the point person for the ED and senior operations and finance administrator managing all internal and external requests, questions, and materials going into and out of the ED's office.
- Manage calendars and schedules, prioritizes appointments, and makes travel arrangements as needed.
- Manage daily schedule, ensuring the ED has all details necessary for a seamless day.
- Receive and screen all incoming inquiries and/or visitors and ensure appropriate follow-up to requests.
- Manage and improve systems on a proactive basis to enable the ED to work more efficiently and productively.
- Manage and prioritize the Organization's to-do list, including monitoring deliverables, deadlines, and appointments.
- Organize all meetings and relevant materials including coordinating Board meetings, annual Board retreats, and other similar meetings.
- Provide additional calendaring and travel assistance to the Board members, Executive Director and senior staff.
- In ED's absence, monitor all communications and forward such communications to the designated second-in-command as needed.
- Perform all necessary administrative support including preparing reports and filing key documents.
- Draft, proofread and edit written materials for distribution on behalf of the Organization, as needed.
- Any other duties appropriate for the position that may be assigned from time to time by the ED.

Qualifications

Preferred Qualifications & Competencies

- B.A. or equivalency with three to five years of relevant, high-level administrative experience in a professional setting
- Cool and nimble under pressure; able to work in a fast-paced environment with tight deadlines and stay well-organized even if priorities shift
- Technologically savvy, especially in video conferencing , calendar and project management applications (Salesforce, Monday.com etc.)
- Excellent written and oral communication skills with the flexibility to communicate effectively across a variety of internal and external audiences
- Team-oriented with strong relationship-building skills and an interest in collaborating and working behind the scenes
- Experience in and dedication to exercising discretion and handling confidential information sensitively
- The position is full-time primarily remote with some travel.

Compensation

Salary range for this position is \$55,000-\$80,000.

Includes an excellent benefits package and potential for investment in professional development opportunities.

Commitment to DEI

The Steve Fund is an Equal Opportunity Employer and encourages candidates of all backgrounds to apply for this position. We approach the hiring process with the understanding that incorporating diverse viewpoints into our approach and work environment strengthens the SF's ability to make impactful progress towards our mission. The SF is committed to continual learning and reassessment of our strategy and operational processes in relation to Diversity, Equity, and Inclusiveness.

TO APPLY

The Steve Fund is partnering with CNA International New York Inc. on this search. Please send resumes and cover letters to sharron.cox@cnaint.com or contact her at 917-383-1453 for further information.

The Steve Fund's dedication to promoting diversity, multiculturalism, and inclusion is clearly reflected in all of our content. Diversity is more than a commitment at The Steve Fund —it is the foundation of what we do.

The Steve Fund is committed to a policy of nondiscrimination and equal opportunity for all qualified applicants and employees without regard to race, color, religion, gender, sexual orientation, age, national origin, ancestry, disability or any other classification protected by federal, or applicable state or local law.