



TRANSFORMING POWER FUND

Transforming Power Fund is hiring a Program Associate

TRANSFORMING POWER FUND BACKGROUND

The Transforming Power Fund (TPF) is a Detroit-based social justice fund committed to transformative systems change. TPF grew out a city-wide effort, initiated by Detroit's social justice community, to bring more foundation resources to social justice movements and to demonstrate a more equitable approach to traditional philanthropy. TPF provides funding, training, and other resources for local projects that address the root causes of systemic problems and advance holistic solutions. TPF prioritizes community governance, donor organizing, and shared values in order to model a more equitable approach to philanthropy. TPF embraces the shared values of inclusion, equity, justice (racial, economic, gender, disability, environmental), personal transformation, structural transformation, intergenerational relationships, cooperation, collaboration, continual learning, creativity, audacity, healing, and working across boundaries. TPF is fiscally sponsored by Allied Media Projects. For more information about TPF go to www.transformingpowerfund.org.

POSITION OVERVIEW & CANDIDATE PROFILE

TPF is searching for a Program Associate that will use their drive and energy to support TPF day-to-day operations, ensure seamless team support, loves lists, lives to organize and enjoys juggling projects and tasks. You will be the initial point of contact for TPF's Co-Executive Directors and will use your strong organizational and interpersonal skills to assist with general administrative support, database management, ordering office supplies, conduct special projects, and serve as a liaison to building management. The ideal candidate for this position is a driven self-starter who is eager to take on challenges and expand their workload over time. This position requires reliability, organization, the ability to be responsive to TPF staff, board and stakeholders, and above all, a desire to learn and grow.

Based in Detroit, this full-time position will be reporting directly to one of the Co-Executive Directors and will serve as an integral member of the TPF team! This is a new position with priorities that may shift over time. But the initial focus will be to:

Administration and Finance:

- Scheduling meetings for the two Executive Directors.
- Maintain files - paper and electronic.
- Distribution of written and electronic documents and presentations.
- Schedule and coordinate logistics for conference calls.

- Establish and manage relationships with vendors, including technology support, office equipment, office supplies, and serve as the main liaison with building management.
- Prepare and process invoices, pay bills, reconcile credit cards, and other financial management tasks.
- Take minutes in staff meetings.
- Other duties as assigned.

Database Management

- Maintain and manage TPF databases by updating information and setting up registrations for meetings and events.
- Track and provide distribution lists and manage systems and procedures for the dissemination of written and electronic database reports.
- Respond to requests for database and application assistance.
- Create new user accounts for the Community Grant and the Giving Project cohort members.

Logistic Management

- Manage logistics for internal and external meetings and other TPF convenings.
- Assist in board meeting and TPF-sponsored event logistics and preparation including reserving meeting space, ordering and setting up of catered meals, sending out meeting reminders and providing onsite support.

Program Support

- Meeting notes
- Meeting and workshop material development

IDEAL EXPERIENCE, QUALIFICATIONS, AND ATTRIBUTES

***While no candidate will possess every quality, the successful candidate will possess many of the following qualifications and attributes. Even if you aren't sure but are excited about the position, we encourage you to apply!**

- Solutions-focused: You take ownership of challenges, get things done and enjoy creating operational and administrative solutions that keeps the office running efficiently.
- Organized: You are attentive to detail, able to multitask but still keep track of priorities, with the ability to manage your workload and expectations accordingly while prioritize tasks and responsibilities.
- Communications and relationship building: You have excellent organizational and interpersonal skills, have strong writing and verbal abilities and are adaptable and flexible.
- You have 2+ years of administrative experience

- You have computer proficiency in: MS Word, Gmail, Excel, Internet search skills, PowerPoint, and ability to learn new applications quickly.
- You are a collaborative team player that enjoys working with teams, work groups, and community organizations.

NICE TO HAVES

- Previous experience working in social justice and/or organizing communities in Detroit.
- Experience supporting multiple directors.
- Bilingual, Spanish – speaking.
- Event management experience.

While undergraduate and graduate degrees in a relevant field are very helpful, neither are required when candidates can demonstrate significant evidence of equivalent experience and training. Equally, direct experience in the non-profit and philanthropic sectors is highly desirable, but neither are deal-breakers.

COMPENSATION AND BENEFITS

This is a full time, exempt, salaried position. The salary range is \$37K - \$45K. As a sponsored project of Allied Media Projects, all TPF staff will be offered a comprehensive benefits package that includes medical, dental, and vision plans. Paid time off includes vacation, sick leave, and holidays. Other benefits include life insurance, long and short-term disability, 403b, and a flexible spending account.

APPLICATION PROCESS

In lieu of a cover letter, please send your responses to the questions below, your resume and a writing sample to ebony@transformingpowerfund.org with your first and last name followed by “Program Associate” in the subject line.

***Please note: Submissions received without the required responses to the questions below, will not be reviewed.**

1. Why are you excited about working at Transforming Power Fund?
2. What experience do you have with providing administrative support?
3. What would you be excited to learn in this new role with TPF?
5. Is there anything else you would like to share with us?

EQUAL OPPORTUNITY

Transforming Power Fund, a sponsored project of Allied Media Projects, is an equal opportunity employer and we strongly encourage and seek applications from women, people of color, immigrant, bilingual, and bicultural individuals, as well as members of the lesbian, gay, bisexual, and transgender communities. TPF is firmly committed to complying with all federal, state, and local equal employment opportunity (“EEO”) laws. TPF strictly prohibits discrimination against

any employee or applicant for employment because of the individual's race, creed, color, sex, religion, national origin, age, sexual orientation, height and/or weight, disability, gender identity or expression, medical condition including acquired immune deficiency syndrome (AIDS) or AIDS-related conditions, marital status, partnership status, genetic predisposition or carrier status, military status, arrest record and any other characteristic protected by law.

Accommodations 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. While performing the responsibilities of the job, accommodations will be made to enable people with disabilities to perform the essential functions of the job.

THANK YOU

Finally, thank you for taking the time to read this job description. We're looking forward to getting to know you!