



Team Assistant

Organization Description

Results for America is the leading, national nonprofit organization helping policymakers at all levels of government harness the power of evidence and data to solve the world's greatest challenges. Our mission is to make investing in what works the "new normal," so that when policymakers make decisions, they start by seeking the best evidence and data available, then use what they find to get better results. Since its launch in 2012, Results for America has successfully shifted over \$2.6 billion worth of federal funds toward evidence-based policies and programs; built a large bipartisan Invest in What Works coalition, with more than 420+ leaders at the Federal, state and local levels; created a highly effective communications campaign that has raised the awareness and credibility of evidence-based policymaking; and, in partnership with Bloomberg Philanthropies, launched What Works Cities to support 100 mid-sized cities use data and evidence to improve lives. Now, Results for America is poised for new growth.

Position Overview

Results for America seeks a Team Assistant. This individual will serve as an executive assistant to the senior leaders on the Finance and Operations team and provide a suite of project supports to the team, as well. This is an exciting opportunity for a young professional eager to join a growing organization and ready, willing, and able to provide dynamic, detail-oriented, help to critical organizational leaders and functions. S/he will be a consummate professional, collegial team player, and highly capable multi-tasker, able to execute multiple projects to deadline simultaneously.

Reporting Relationship

The Team Assistant will report to the Director of Administration and Talent (DOAT).

Roles and Responsibilities

Executive Assistant Duties

- **Schedule management:** work closely with the CEO to prioritize and manage her calendar, ensuring that she is spending her time in the way that maximizes the benefit to the organization, while also maintaining a pace sustainable over the long term. Work with RFA team members to develop and provide background materials, talking points, and meeting goals as appropriate.
- **Scheduling:** provide scheduling support to the CFSO, SDP, and DOAT as well. This work will be lighter touch than for the CEO.
- **Travel arrangements:** make travel arrangements for the CEO and, on an as needs basis, the CFSO, SDP, and DOAT.
- **Expense reports:** complete routine and travel-based expense reports for CEO, CFSO, SDP, and DOAT.

Team Support Duties

- Finance - accounts payable: coordinates weekly bills process for RFA, preparing and submitting complete list of requests and backup materials for DOAT review and responding to related questions from staff and vendors. Monitors two internal email boxes as part of this process.
- Finance - accounts receivable: coordinates invoice payments to RFA from partner organizations. Monitor a third internal email box as part of this work.
- Finance - debit card: reconciles bank statements to internal expense lists on a weekly basis and ensures that expenses are backed up by correct receipts and relevant approvals. Flags issues for the DOAT.
- Annual audit: supports preparation for RFA's annual audit, under the supervision of the DOAT.
- Development: copy edits draft grant reports and related communications for the SDP.
- General: use the knowledge of what RFA is working on overall to notice what tasks aren't being accomplished and take initiative to fill in where needed.

Qualifications

- Appreciation for Results for America's mission;
- Bachelor's degree required;
- Proficiency in MS Office with expertise in Microsoft Word, PowerPoint, and Excel;
- Superior organizational skills and attention to detail;
- Ability to plan for and complete projects to deadline;
- Exceptional communication skills;
- Ability to engage, support and work with high-level stakeholders; and
- Ability to be nimble, flexible, and responsiveness in a dynamic environment.

Salary range and benefits package: highly competitive. This is a full-time, exempt position based in **New York City**.

If interested, please forward a cover letter and resume to recruiting@results4america.org, subject: "Team Assistant – Your Name".

Results for America is an equal opportunity employer and actively encourages people from minority groups and diverse backgrounds to apply for positions within our organization.