



## **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 assistant to the CEO and provide a suite of project and administrative supports to the Development 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 senior and executive level leaders. 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 dual report to the Director of Administration and Talent (DOAT) and the Senior Director of Partnerships (SDP).

### **Roles and Responsibilities**

#### *Executive Assistant Duties (under the supervision of the DOAT) - 50%*

- **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.
- **Travel arrangements**: make travel arrangements for the CEO.
- **Expense reports**: complete routine and travel-based expense reports for CEO.
- Other special projects as required.

#### *Development Duties (under the supervision of the SDP) - 40%*

- **Research** - conduct basic research around existing RFA donors and new prospects.
- **Correspondence & Writing** - help draft development correspondence, including meeting request emails, acknowledgement letters and grant reports.
- **Meeting preparation** - ensure that the CEO and/or the SDP are prepared for all upcoming meetings. May include research, drafting and copyediting talking points, etc.
- **Tracking systems** - maintain all internal tracking systems related to development.
- Other special projects as required.

*Events & Office Operations (under the supervision of the DOAT and SDP) - 10%*

- Assist with discrete projects in preparation for RFA events
- Assist with day-of logistics for RFA events
- Assist with general tasks for D.C. office (i.e. mailings, maintaining office supplies)

**Qualifications**

- Appreciation for Results for America's mission;
- Bachelor's degree required;
- Proficiency in MS Office with expertise in Microsoft Word, PowerPoint, and Excel;
- Ability to engage, support and work with high-level stakeholders, including the Board of Directors, outside organizations, vendors, business leaders, management and staff;
- Superior organization skills, attention to detail, and dedication to completing projects in a timely manner;
- Exceptional verbal and written communication skills; 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 **Washington, DC**.

*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.*