

# Terms of Reference

Executive Assistant / Analyst  
Washington, DC 2019



## I. Introduction

The Grassroots Business Fund (GBF) is an umbrella brand of entities that share a common mission. It includes a for-profit social investment funds and a non-profit 501c3, GBP. The heart of our mission is to provide viable, sustainable, and inclusive businesses that generate earnings or cost savings for beneficiaries in developing countries. To date, GBF, has generated \$178 million of income for more than 500,000 people and \$84 million of cost savings for over 2.5 million consumers in regions of Africa, Asia and Latin America. In addition to our headquarters in D.C., GBF has two field offices in Lima, Peru and Nairobi Kenya.

GBF is currently seeking an Executive Coordinator who will aid in communications. This person will directly contribute to the success of fundraising for GBF's two new funds in Latin America and Africa and will be influential during a peak time for future growth. GBF is excited to bring on a new team member who is eager to work with others and keep the 3 offices aligned with top priorities and goals. You will be the liaison between the regional offices and the headquarters in D.C., though the top responsibility will be assisting the CIO with writing tasks and communications projects. This position requires a high level of time management and written and oral communication skills. Our team, although experienced, is filled with young, creative energy and GBF provides an atmosphere where you can evolve your own personal career goals alongside given duties.

## II. Purpose of this Position

The general objective of the Executive Assistant / Analyst position is to aid the CEO and Executive Staff in handling a wide variety of tasks including some administrative tasks and various communications tasks such as social media, assisting in writing and editing written reports, and fundraising materials.

### **III. Scope and Tasks**

The Executive Assistant/Analyst's tasks include but are not limited to:

1. Fundraising tasks and stakeholder management –directly assisting CEO and creating and executing team strategies to influence potential and current donors/investors
2. Working with team members in the field offices on communications strategies and fundraising initiatives
3. Creating presentations, reports and editing written applications and reports
4. Oversight of Learning and Knowledge Management projects, including task management, progress reporting, and coordination with multiple staff
5. Social Impact distillation and dissemination
6. Independently responding to extensive and diverse inquiries, prioritizing and making decisions when multiple courses of action are possible, preparing correspondence on a range of topics on behalf of the CEO and directing queries appropriate for follow up by senior staff in the department and / or the unit.
7. Assisting with the CEO's travel, such as: scheduling and booking flights, hotels, trains, cars, meetings, etc.; and organizing trip details.
8. Assisting with administrative tasks for the CEO including scheduling and managing emails

### **IV. Selection Criteria**

- Based in Washington, DC
- Prior experience in Administration appreciated but not required
- Excellent verbal and written English skills
- Superior leadership, team-building skills and recognized ability to coach and mentor staff
- Ability to handle multiple tasks efficiently and in a timely manner
- Demonstrated extensive experience in coordinating complex tasks and interacting with multiple stakeholders
- Attention to detail

- Demonstrated good judgment and tact in handling, processing and communicating matters of a sensitive and confidential nature
- Strong written communication skills to prepare draft communications and ensure quality of written outputs
- Outstanding verbal communication and interpersonal skills to interact effectively with a range of contacts internally and externally and deal effectively with diverse situations which require good judgment, tact and diplomacy
- Flexibility in working hours