



CRIMSONBRIDGE FOUNDATION

Entrepreneurial Philanthropy for Breakthrough Impact

SPECIAL PROJECTS & EXECUTIVE ASSISTANT

ABOUT US: Founded in 2015, the Crimsonbridge Foundation is an entrepreneurial private operating foundation dedicated to promoting education, developing leadership, and investing in nonprofit capacity building to create positive, lasting social change. We are committed to listening, learning, and working with other philanthropic and nonprofit organizations to develop innovative, transformative ways to address social problems and to work across sectors to maximize social impact. Crimsonbridge Foundation and its affiliate, Crimsonbridge Group, award more than \$1 million in grants annually in the Greater Washington region and across the United States. Learn more about our unique approach to philanthropy and grantmaking programs at www.crimsonbridge.org and www.leaderbridgedc.org.

THE POSITION: Crimsonbridge seeks an energetic, detail-oriented professional with exceptional skills in writing, digital communications, program development, and event planning to join our dynamic team as a Special Projects & Executive Assistant (SPEA) for the leadership team. The SPEA will work directly with the President & CEO. In addition to providing high-level support to the President & CEO and Founder, the SPEA will support program, grantmaking, and operations functions as needed. Crimsonbridge is a unique and dynamic philanthropic organization. We believe and thrive in a work environment guided by kindness, positivity, and collaboration. The ideal candidate comes from the nonprofit sector, has a passion for the work of the Foundation, and is a professional who can excel when working independently and as a team member. Local candidates only.

DUTIES AND RESPONSIBILITIES:

- Support high-priority initiatives and projects for the leadership team.
- Provide high-level administrative support and assistance to the President & CEO.
- Prepare materials for meetings and presentations held by the President & CEO.
- Draft communication pieces, including correspondences, talking points, and social media content.
- Collaborate on project-related work in support of program, grantmaking, and operations functions.
- Organize and coordinate events, lead planning for online and in-person events.
- Assist with scheduling meetings, note-taking, and follow-ups.
- Provide back-up support with updating and maintaining the Foundation's websites.
- Conduct exploratory research.
- Take initiative in establishing and executing work plans and be flexible in managing a range of priorities supporting multiple people and projects.
- Other duties as assigned.

QUALIFICATIONS: To perform this job successfully, an individual must be able to perform each essential duty. The qualifications below represent the knowledge, skill, and/or ability required unless stated otherwise.

- Bachelor's degree (Master's degree welcomed) with five or more years of full-time work experience in a similar role, ideally with nonprofits, foundations/philanthropy, associations, or other community-based institutions.



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- Must have a passion for and belief in nonprofit community-driven work. Knowledge of the Greater Washington region and nonprofit community is preferred.
- Experiential knowledge and understanding of immigrant communities, education sector, leadership development, and/or nonprofit capacity building preferred.
- Very strong interpersonal skills.
- Expertise in using Microsoft Office Suite (Outlook, Word, Excel, and PowerPoint).
- Superior writing and editing skills for both internal and external communications work.
- Experience with preparing content for and updating websites is a plus.
- Self-starter and self-sufficient. Knows when to take initiative.
- Exceptional attention to detail, excellent organizational skills, and an ability to be flexible and manage multiple priorities.
- Respect privacy, maintain confidentiality, and exercise the highest level of discretion.
- Exercise grace, tact, and diplomacy in both internal and external settings.
- Ability to successfully work independently and within a dynamic team.

This is a full-time position in a hybrid work environment. The Crimsonbridge team currently works one day per week from the Foundation's private office (located in Chevy Chase, MD – not Metro accessible) and at approved remote locations. The Foundation offers a generous benefits package and a competitive starting salary commensurate with experience (\$65,000-\$80,000). Proof of complete COVID-19 vaccination is required.

TO APPLY: Please email a **cover letter** explaining how your skills and background fit this position and a **resume** to office@crimsonbridge.org. Please refer to "SPEA position" in the subject line. No phone inquiries, please. Only local candidates within the Metropolitan DC area will be considered.

The Crimsonbridge Foundation is an Equal Opportunity Employer. All correspondences will remain confidential.

