



### **Special Assistant to the CEO**

The Eleanor Crook Foundation (ECF) seeks a Special Assistant who will directly support the CEO of a mid-sized private foundation. The Special Assistant will function as an indispensable right hand to the CEO involved in shepherding and executing major day-to-day developments and leading on special projects. The Special Assistant's responsibilities will include: accompanying the CEO in all meetings, managing meeting prep and follow-up, assisting the CEO with written correspondence, speeches, and presentations, monitoring organizational deliverables including liaising with team members and external partners, managing important special projects, and advising on organizational strategy. The Special Assistant will work particularly closely with the Foundation's Managing Director and Executive Assistant and will work across the organization's program teams. The Special Assistant will also regularly engage with ECF grantees and partners, which include many of the most renowned organizations in international development policy, advocacy, and research.

This position will require a "roll up your sleeves," "get things done" attitude, and a willingness to support leadership in all areas. A professional who is sharp, highly organized, detail-oriented, strategic, diplomatic, well-spoken, nimble, curious, and discrete will thrive. This position will be based in ECF's offices in Washington, DC.

### **About ECF**

A child dies of malnutrition every 11 seconds. Although entirely preventable, malnutrition remains the leading cause of death for children, claiming three million lives each year. The Eleanor Crook Foundation (ECF) was founded in 1997 with a single goal: to eradicate global malnutrition. We invest in research that proves what methods work, policy analysis to drive systems reform, and advocacy that makes the case for urgent action to address this global crisis.

ECF is an active investor, and our team of experts prides itself on being accountable and informed. We ask tough questions and go beyond our grantmaking to serve the global nutrition sector as a key convener, advocate, and thought leader. In 2017, the Foundation pledged \$100 million towards the elimination of global malnutrition.

### **Special Assistant Responsibilities**

- Accompany the CEO to meetings, oversee meeting prep, and track meeting takeaways and next steps.
- Help ensure the CEO is organized, informed, prepared, and responsive.
- Advise the ECF Senior Leadership team on organizational strategy, priorities, and tactics.



- Help monitor and ensure organizational deliverables are on track and deadlines are met. This may include supporting the ECF team by researching and preparing materials including talking points for speeches, presentations, or meeting briefs.
- Liaise with team members, consultants, and external partners on behalf of the CEO and in coordination with ECF Directors.
- Support the CEO by drafting written correspondence and help develop speeches, op-eds, and presentations (in coordination with the Foundation's communications team).
- Manage special projects and partnerships that are important priorities for the CEO.
- Research, write, and edit special deliverables.
- Help drive progress, solve problems, improve organizational efficiency, and fight fires wherever they arise.

**Required Qualifications, Skills & Attributes:**

- Minimum of 4 years experience working in a fast-paced organizational setting. Professional experience in government, UN agencies, multilateral institutions, foundations, or donor agencies is a significant plus.
- High level of interpersonal skills and cultural sensitivity to effectively interact with all levels of US and internationally-based partners and staff.
- Ability to hold colleagues to high standards of excellence, while maintaining a positive work environment.
- Ability to course correct and have difficult conversations.
- Keen critical thinking and problem-solving skills.
- A “roll up your sleeves,” “get things done” attitude, and a burning desire to drive efficiency and improve impact.
- Dependable. Exceptional follow-through and attention to detail.
- Capacity to work both independently and as a member of a team.
- Ability to effectively prioritize, set expectations, and manage – down and up -- to ensure organizational deadlines are met.
- Ability to manage competing priorities and hold teams and partners accountable for ambitious deadlines.
- Must demonstrate the utmost integrity and respect for confidential information. Discrete.

**How to Apply:** Please email cover letter, resume, and salary requirements to [hire@eleanorcrookfoundation.org](mailto:hire@eleanorcrookfoundation.org). ECF is an equal opportunity employer that offers flexible workplace policies, competitive salaries, and excellent benefits.