



Administrative Assistant

The Commonwealth Institute seeks a dynamic and experienced Administrative Assistant to support the organization and the President & CEO in our fast-paced, value-based, collaborative environment.

Who We Are

The Commonwealth Institute for Fiscal Analysis (TCI) advances racial and economic justice in Virginia by advocating for public policies that are designed in partnership with people most impacted, and shaped by credible, accessible fiscal and policy research. TCI's vision is that, in the coming years, people of color and people with low incomes have used their power to build new, inclusive systems of justice and opportunity in Virginia.

TCI respects, values, and celebrates the attributes, characteristics, and perspectives that make each person unique. Bringing diverse individuals together allows TCI and allies to collectively and more effectively address the issues that face Virginia communities. TCI further recognizes that we live and work in a society that is structured by racism and white privilege, both of which adversely impact communities of color. It is one of TCI's core values that its organizational culture, staff, partners, strategies, and investments advance racial justice within and beyond the organization.

Throughout its 15 year history, TCI has amassed an impressive record of achievements, including being a central player in the successful efforts to connect people with low incomes to health care through Medicaid expansion, boost the minimum wage, protect and strengthen the state Earned Income Tax Credit, expand immigrant rights, improve Virginia's K-12 education funding system, reform costly tax breaks, and reform policies that lead to the criminalization of poverty in the state.

What you'll do:

Serve as the Executive Assistant to TCI's President & CEO (Owner) (20%): Provide comprehensive administrative support to the President & CEO, including:

- Assist with scheduling meetings for the President & CEO, and triaging incoming requests to ensure top priorities are met first
- Perform clerical and administrative tasks, including drafting letters, memos, reports, and other documents
- Assist with preparation for meetings, including composing agendas, assembling preparatory materials, taking notes, recording minutes, and occasionally attending meetings on behalf of the President & CEO
- Perform additional duties as assigned, including special projects that may require research or problem-solving

Assist with development & accounting tasks (Helper) (20%): Work with the Development Director and Senior Vice President to:

- Use grant tracking and CRM tools and upload grant documents to online file system
- Generate requested reports, such as donation reports
- Draft thank you letters to donors and assist with mailings
- Assist with monetary deposits, invoices and receipts
- Help with planning and set up for fundraising events
- Organize and process bill payments, staff reimbursements, contracts/agreements and other supporting financial tasks

Support the organization's human resources processes (Helper) (20%): Provide administrative support to the SVP for Program and Operations in supporting employees throughout an inclusive and equitable employee life-cycle, from hiring and onboarding to offboarding and other transitions. This position would manage tracking time off requests, professional development requests and other related employee activities.

Play an integral role in office management and organizational logistics (Helper) (20%): Work with the Senior Vice President to ensure that the office space is functional and that everyone has what they need to do their jobs well. This responsibility includes:

- Coordinating with the office management company regarding problems and needs
- Receiving and distributing mail
- Monitoring and ordering office supplies, and maintaining office equipment, as needed

- Order food and beverages for office events; reserve space for off-site meetings
- Support organization events with logistics and event coordination including the annual Policy Summit
- Coordinating staff travel and event registration as needed

Assist with Board relations and outreach (Helper) (10%): Work with the Leadership Team and the Outreach Director to support and manage activities related to the Board of Directors and our outreach to community groups and partners

- Arranging logistics for Board and committee meetings
- Supporting new members during the onboarding process
- Provide event support for events like board retreats and coalition meetings

Provide support to the TCI Leadership Team (Helper) (10%): provide assistance to TCI's Leadership Team as needed, including scheduling meetings or coordinating organization development logistics

What we're looking for:

- Excellent written and verbal communication skills and the ability to interact positively with all levels within the organization including board members, donors, community partners and peers
- Highly organized, and able to efficiently prioritize a large workload of tasks
- The ability to thrive in a deadline-driven environment
- A focus on outcomes, able to give and receive constructive criticism in the pursuit of an ever-stronger organization
- A passion for improving the lives of people in Virginia with low incomes and communities of color, tempered by the understanding that policy progress rarely happens overnight and takes collaboration
- Commitment to social, economic, and racial justice

There are opportunities for growth within TCI, but a minimum 2 year commitment to this role is preferred.

Logistics

Compensation: Starting salary is \$53,000 - \$58,000 annually, depending on experience. TCI also provides generous benefits, including comprehensive health care, dental, and vision

coverage; generous vacation leave; and a retirement plan with organizational matching contributions.

We also support and provide opportunities for professional development and growth.

Manager: This position reports to the Senior Vice President.

Location: This position requires the staffer to live within 25 miles of Richmond, VA. The staffer will be required to work in our office in Richmond at least 1 day per week.

Travel: Occasional travel may be required in-and out-of-state.

To Apply: Send cover letter and resume in PDF or Word format to leighanne+hiring@thecommonwealthinstitute.org. No phone calls or other email inquiries please.

Timing: Position open until filled.

The Commonwealth Institute for Fiscal Analysis is a 501(c)(3) non-profit organization. We are an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability, age, or veteran status.

The MOCHA Framework

MANAGER | Assigns responsibility and holds the owner accountable. Makes suggestions, asks hard questions, reviews progress, serves as a resource, and intervenes if the work is off-track.

OWNER | Has overall responsibility for the success or failure of the project. Ensures that all the work gets done (directly or with helpers) and that others are involved appropriately. There should only be one owner.

CONSULTED | Should be asked for input or needs to be brought into the project.

HELPER | Assists with or does some of the work.

APPROVER | Signs off on decisions before they're final. May be the manager, though might also be the President & CEO, external partner, or board chair.

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