



## **Job Description - Associate, GreenLight Fund Philadelphia**

### **Application Guidelines:**

Interested candidates should submit a resume and one-page cover letter via e-mail to [info@greenlightfund.org](mailto:info@greenlightfund.org). In your cover letter, please indicate how you heard of this opportunity.

### **Organization Overview:**

The GreenLight Fund is a national 501(c)(3) organization that brings innovative approaches to make measurable social impact in our communities. We work in a growing network of cities to help transform the lives of low-income children, youth and families who live in high poverty areas by importing high-performing, innovative nonprofits that have proven results in other communities.

GreenLight was founded in Boston in 2004 and now also operates in Philadelphia, the San Francisco Bay Area, Cincinnati, and Detroit, with plans to launch in a new city in 2017 and continue growth to new locations. Collectively in 2015, organizations in the GreenLight Fund portfolio across our sites reached more than 60,000 children and families with proven, life-changing programs. Learn more here: [www.greenlightfund.org](http://www.greenlightfund.org).

### **Position Overview:**

GreenLight Fund Philadelphia seeks an energetic, organized and talented Associate to support all aspects of strategy and operations. The Associate will lead and support a diverse array of activities, ranging from research and diligence on key local issues and prospective portfolio organizations, to event management, and strategic communications. The Associate will report to the Executive Director of GreenLight's Philadelphia site, and work collaboratively across the GreenLight Fund national network.

### **Responsibilities:**

- **Research and Diligence**
  - Lead research on current, relevant Philadelphia issues and priorities among low-income communities;
  - Perform local landscape analysis including meetings with local experts and field analysis in priority issues;
  - Conduct diligence on prospective portfolio organizations, including financial analysis and evaluation report analysis;
  - Record diligence in Salesforce database and share across sites;
  - Conduct broader research on field trends as needed.



- **Communications and Investor Development**
  - Maintain and contribute regularly to GreenLight Fund Philadelphia’s blog, Twitter account, and e-newsletter.
  - Lead planning and management of portfolio organization launch events;
  - Support event sponsor outreach and follow-up;
  - Research potential supporters for GreenLight’s events and fundraising efforts; and
  - Write grant proposals as needed.
- **Administration and Support**
  - Lead planning and management of GreenLight Philadelphia summer interns and projects;
  - Prepare materials for Selection Advisory Council reports and meetings, and present research and diligence findings;
  - Support scheduling and follow-up of key meetings, in partnership with ED;
  - Perform data entry, including contact and file management;
  - Maintain diligence database in Salesforce;
  - Support national team, as needed, and
  - Support portfolio organizations, as needed.

#### **Location**

- Philadelphia, PA (downtown Center City office)

#### **Qualifications:**

- Minimum three years of experience with increasing levels of responsibility;
- Bachelor’s degree in a related field;
- A deep commitment to improving the lives of Philadelphians and an understanding of urban issues facing low-income communities;
- Outstanding research, writing and communication skills;
- Experience using CRM databases (e.g. Salesforce) and Microsoft Excel;
- Willingness to quickly learn and analyze new information;
- Ability to take initiative and think creatively;
- Flexibility, humor and a passion for GreenLight’s mission and the City of Philadelphia.

#### **Compensation**

*A compensation package including base salary and complete benefits is available.*

*The GreenLight Fund is an equal opportunity employer. People of color are encouraged to apply.*