



GreenLight Fund Charlotte - Program Associate

Organization Overview:

Since its founding in 2004, GreenLight has worked at the intersection of social innovation and community need, GreenLight is focused on identifying the most urgent barriers to economic mobility for low-income residents in our sites and addressing them by selecting and bringing in the country's best social innovations that have proven impact. We do this by running a process in our communities that bring together key local leaders to:

- Identify critical needs
- Find and bring into the community innovative, entrepreneurial social programs that can have a significant, measurable impact addressing those needs, and
- Galvanize local support to help programs reach and sustain impact in the new city.

We have run this selection and importation process 22 times in our seven sites: Boston, San Francisco Bay Area, Philadelphia, Cincinnati, Detroit, Charlotte and Kansas City. Collectively, portfolio organizations across our sites are reaching more than 60,000 individuals annually with proven, life-changing programs. This number is growing exponentially as we add new sites and new portfolio organizations across our sites.

To learn more about the GreenLight Fund, please visit www.greenlightfund.org.

Position Overview:

We are seeking an entrepreneurial, organized, and research-focused Associate who works independently and has a passion for equity and economic mobility for low-income children and families in Charlotte. The Associate must thrive in start-up culture, be energized to build value from the ground-up, learn quickly, and communicate well. Must bring personality and perspective to work on complex issues while also being a great teammate. Attention to detail and database management is critical for success in this role.

The Associate will lead and support a diverse array of activities, ranging from research and due diligence on key local issues and nonprofit organizations, to event management and strategic communications. This position will report to the Executive Director of GreenLight Fund Charlotte, and work collaboratively across the GreenLight Fund national network of sites.

Responsibilities:

Research and Due Diligence

- Research current, relevant Charlotte issues and priorities among low-income families
- Perform local landscape analysis including research, data evaluation, and attending meetings with relevant local leaders with Executive Director

- Conduct due diligence on prospective 501(c)(3) portfolio organizations, including financial analysis, and impact assessments
- Record, synthesize, and produce reports and briefs based on analysis
- Conduct broad research on trends and national context of nonprofits and social innovation
- Maintain internal management, data, and reporting systems (Experience with Salesforce and Box is a plus, but not required)

Communications and Fundraising

- Support stakeholder outreach, donor cultivation, engagement, and stewardship
- Conduct prospect research on potential Charlotte donors, including individuals, corporations, and foundations
- Lead planning and execution of annual fundraising gala, showcasing our newest portfolio organization and impact
- Assist in writing grant proposals, requests, reports, and end of year asks
- Create a communications plan and execute plan across all channels (Mailchimp, Facebook, Twitter)
- Maintain Salesforce database

Operations and Administration

- Prepare agenda and presentation materials for advisory council meetings
- Establish local office and related operations, including site expenses
- Work across national sites to identify effective internal practices to implement locally
- Assist with scheduling and follow-up of key meetings and site visits
- Recruit and oversee interns and fellows, as needed

Culture and More

- Share additional talents and input for continuous improvement
- Help create norms, standards, and brand locally in Charlotte
- Identify other personal growth areas to integrate with the role
- Travel to 2 national meetings per year (hosted by a GreenLight site) and approx. three site visits per year (The meetings and site visit locations vary across the U.S.)
- Bring joy to your work and the team, along with a passion for investing in change in the Charlotte community!

Qualifications:

- Bachelor's degree or working towards a degree in relevant field
- At least 2 years of relevant experience
- A deep commitment to understanding issues faced by residents in low-income, urban communities.
- Excellent research, writing, and organizations skills are a must.

To Apply:

Please send a resume and thoughtful cover letter, outlining how your skills and experience meet the qualifications of the position and stating how you heard about this opportunity, as a single pdf attachment, addressed to Carrie Cook, GreenLight Fund Charlotte Executive Director, at talent@greenlightfund.org with the subject "Charlotte Associate".

Applications will be reviewed on a rolling basis. GreenLight Fund offers a competitive salary and benefits, commensurate with experience and skills.

GreenLight Fund is committed to fostering diversity, equity, and inclusion at every level of the organization. GreenLight Fund recognizes and appreciates the value of building a diverse workforce and creating an inclusive work environment. GreenLight Fund takes pride in being an equal opportunity employer regardless of age, ethnicity, gender, gender expression, gender identity, genetic information, marital status, national or ethnic origin, physical or mental ability, race, region, sexual orientation or veteran status.

If you need assistance or an accommodation due to a disability, you may contact us at talent@greenlightfund.org.