



a project of  
newventurefund

**Position Title:** Operations Associate

**Location:** Anchorage, Alaska

**Reports to:** Operations Manager

**Status:** Full time, Exempt

**Salary:** \$48,000-\$55,000

### **Position Summary**

The Alaska Venture Fund (AVF), a project of the New Venture Fund, seeks a motivated, detail-oriented individual to serve as a Program Coordinator to increase AVF's impact in building a more sustainable future for Alaska. The Program Coordinator be part of AVF's core operations team, ensuring the smooth and efficient functioning of the systems and processes that underwrite our success. The Program Coordinator will also support successful relationships with our funders and grantors, and with our grantees. The Operations Manager plays an essential role in ensuring that the critical tasks and systems that underlie all of AVF's programmatic work are running smoothly, are taken care of in a timely manner, and are constantly improving.

The person who will thrive in this role is someone for whom being organized feels second nature; who loves getting things done quickly and efficiently, but with a passion for detail and rigor; is eager to jump in to lend a hand on tasks large and small; is a natural problem solver; and who takes pleasure in providing support to a diverse team. This person is curious about all the ways we drive impact, but embraces the administrative work that is the backbone of an impactful organization.

### **Who We Are**

Alaska Venture Fund is a philanthropic partner and social-change incubator building a more sustainable future for Alaska and beyond. We believe that by pursuing bold ideas, choosing sustainable strategies, and investing in new economies, Alaska can become the blueprint for a more just and prosperous future. Though we are a non-profit, we approach our work with the spirit of a venture fund, driving for major impact and tolerating risk in the service of transformational change.

### **What You'll Do**

The Operations Associate, who will report to the Operations Manager, has a diverse and essential role. You will:

### **Assist AVF's Team in Interfacing with Payment, Contracting, and Grantmaking Processes**

- Support project managers as they make and process requests for contracts, payments, and subgrants;
- Serve as a point of contact for AVF's grantees;
- Direct staff to resources on subjects ranging from payments to human resources and benefits;
- Maintain and build out our internal portal as a resource for our team.

### **Coordinate Tracking of AVF's Grant Receipts**

- Support ops team in implementing AVF grant tracking process across all of our grants and funding sources;
- Monitor timelines and reporting deadlines and provide timely reminders and support to project managers and leadership for successful reporting;
- Assist with tasks for grant proposals as requested.

### **Assist with Organizational and Donor-Related Events**

- Plan events for various AVF projects across Alaska and beyond;
- Coordinate smooth logistics for event participants;
- Prepare event budgets and secure quotes and contracts to support events;
- Partner with event leaders to develop offerings that support events' goals;
- Attend and monitor activities to ensure client and partner satisfaction.

### **Contribute to Organizational Effectiveness**

- Organize team retreats, planning sessions, and other events as requested;
- Provide day-to-day administrative support, team logistics and internal communications;
- Other duties as assigned

### **Requirements**

- Bachelor's degree required or equivalent work experience;
- A minimum of 1-3 years work experience;
- Excellent time-management and project planning skills;
- Demonstrated experience with a range of software programs, such as Microsoft Word and Excel and Google equivalents;
- Experience tracking project work in coordination tools such as Trello, Basecamp, or Asana;

- Ability to manage multiple, often-conflicting deadlines; establish and negotiate timelines; and ensure timely delivery of high-quality work;
- Ability to establish and maintain collegial and effective working relationships with colleagues, grantees, community leaders and community members of diverse backgrounds and perspectives.

## **Competencies**

To be successful at this job, you will excel in these areas:

- High volume, high efficiency: AVF is a busy place, and your job is to make it easy for our team members to do their jobs. You maintain systems for keeping tasks from slipping through the cracks. You are able to juggle competing demands and prioritize without sacrificing quality. You get back to people in a timely manner and take pride in providing clear, helpful information.
- Initiative and ingenuity: You aim to leave things better than you found them. You notice ways that we can improve our work and our systems, and advance those ideas. You are flexible, motivated and have sound judgment, and possess a strong ability to advance the work that you've been assigned, as well as the discipline to reach out proactively to teammates when projects are stuck or need input.
- Relationship-building: Part of your job is connecting with people from many different backgrounds. You find (and even create) opportunities to deepen connections and build authentic, mutual relationships with your teammates. You truly welcome viewpoints that differ from your own, and you're able to "sit with" discomfort when people express themselves in ways that aren't familiar to you.
- Patience and perseverance: You know that systems and people can get stuck, and provide steadfast support to make sure the important things get done, while maintaining a sense of levity about the challenges.

## **Overview of Alaska Venture Fund**

Alaska Venture Fund is a philanthropic partner and social-change incubator building a more sustainable future for Alaska and beyond. We do this by bringing together innovators, expertise and resources, to drive change, honor Indigenous knowledge, and develop lasting ways to prosper.

## **Benefits**

Alaska Venture Fund offers an exceptional and comprehensive benefits package that includes employer-paid health, dental, and vision insurance, 3% automatic contribution and a 3%

match on 401k contributions, pre-tax transportation benefits, and paid holidays, vacation, sick, and volunteer time off.

### **How to Apply**

To begin the application process, please send your resume, an example of your writing, and a cover letter along with the names of two references to applicants@alaskaventure.org using the subject line: "Name of Applicant - Operations Associate". The first round of applications will be reviewed on February 14, 2024. Applications will be accepted until the position is filled.

### **Hiring Statement**

Alaska Venture Fund is a project of New Venture Fund (NVF), a 501(c)(3) public charity that incubates new and innovative public-interest projects and grant-making programs. NVF is committed to attracting, developing and retaining exceptional people, and to creating a work environment that is dynamic, rewarding and enables each of us to realize our potential. NVF's work environment is safe and open to all employees and partners, respecting the full spectrum of race, color, religious creed, sex, gender identity, sexual orientation, national origin, political affiliation, ancestry, age, disability, genetic information, veteran status, and all other classifications protected by law in the locality and/or state in which you are working.

### **E-Verify**

NVF participates in E-Verify and will provide the federal government with employees' Form I-9 information to confirm authorization to work in the United States. Job candidates and employees authorized to work may not be discriminated against on the basis of national origin or citizenship status.