



a project of
newventurefund

Position Title: Executive Assistant

Location: Alaska, hybrid role: Anchorage preferred

Reporting to: Operations Director

Hours: Full time, Temporary with the possibility of transitioning to a regular employee

FLSA Status: Non-exempt

Salary Range: \$52,000 - \$75,000, depending on experience and qualifications.

POSITION SUMMARY

Alaska Venture Fund is currently seeking an Executive Assistant to join our team for a term of one year, with the possibility of transitioning to a regular employee after that time. This person will support our leadership team, our six Partners, as they scale AVF projects and drive toward impact. The Executive Assistant will directly support our Managing Partner and Chief Operating Officer, and will provide broad support to the full Partnership.

The ideal candidate is quick, responsive, and passionate about quality. They have a strong sense of integrity, and a zeal for helping an organization's leaders be far more effective, creative, and impactful. This person is very fluent operating in an all-digital organization and excels at communicating with people in remote and hybrid work environments. They have well-honed people skills and take joy in making systems hum.

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 Executive Assistant, who will be based in Anchorage or Juneau and will report to the Operations Director, is responsible for the following:

- Serving as a direct resource to the Managing Partner and Chief Operating Officer, including assisting them with scheduling, travel and event bookings, correspondence, and calendar management.
- Serve as the point of contact between the Managing Partner and external stakeholders including donors, partners, and community leaders.
- Organizing regular (biweekly) Partners meetings as well as periodic Partners intensives, including agenda development, in-meeting support, and tracking of follow-up actions.
- Liaise with project and program leads and teams to gather information and maintain continuity of communication with the Partners.
- Collaborating with the Operations Team as needed, ensure that leadership initiatives and strategic direction are integrated into AVF's operations and accessible to the full team.
- Support the operations team with planning events for various AVF projects across Alaska and beyond.
- Support the Managing Partner with review of expense reporting, timesheets, and other management duties.
- Assist Managing Partner in determining the Managing Partner's priorities and ensuring their time is focused on priority activities.
- Support the AVF partners with individual organizational effectiveness tools such as Asana and gmail by providing training and technology walk throughs.
- Other duties as assigned.

AVF maintains offices in Anchorage and Juneau. Depending on the location of the successful candidate, the person in this role is expected to work in the office at least one day per week, as well as at times when the Managing Partner is present in the office or when other Partners have need of in-person support.

WHO YOU ARE & KEYS TO SUCCESS

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

- High volume, high efficiency: AVF is a busy place, and your job is to make it easy for our Partners to do their jobs. 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. You are precise and careful, and recognize that your role is a projection of our organization's values and brand.
- Fluency in the digital realm: You intuitively understand the flow of information in the digital world, and have a knack for replacing the physical filing cabinet with its online counterpart. You love to organize online systems, are passionate about virtual office places, and take steps to ensure files and systems are up to date so everyone has what they need.
- Discretion and integrity: You handle sensitive information with care, and a rigorous commitment to the trust and confidentiality that are inherent in human resources, strategy, and Partnership deliberations.
- Initiative and discipline: You have the confidence to advance the work that you've been assigned, and the discipline to reach out proactively to teammates when projects are stuck or need input. You have excellent organizational skills with the ability to manage and track multiple tasks developing concurrently.

REQUIREMENTS AND QUALIFICATIONS

- Knowledge of office management systems and procedures, with a particular focus on operating an all digital workspace;
- Excellent written and verbal communication skills;
- Experience working with Alaska Native people, organizations, and communities is preferred;
- Strong background working in Excel/Google Sheets, Word/Google Docs; experience with team collaboration tools such as Asana, Monday.com or Trello and with expense reporting tools are a plus.
- Some in-state travel may be required, primarily for all-team meetings or retreats, Partners meetings, or to support events the Partners are hosting or participating in.

BENEFITS

Alaska Venture Fund offers an exceptional and comprehensive benefits package that includes employerpaid 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 - Executive Assistant". Applications will be accepted until the position is filled; applications are reviewed on a rolling basis and we encourage interested candidates to apply promptly.

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.