



Strengthening infrastructure to scale social impact

A. Nicole Campbell • Chief Executive Officer, Build Up Advisory Group, LLC

Relationship and Operations Assistant

Part-time, remote position

Build Up Advisory Group (you can just call us, Build Up) is hiring!

About Build Up

We are an advisory firm founded in February 2019, specializing in strengthening brave nonprofits and philanthropies to help them thrive. We design, build, and transform organizational infrastructure to help effect socio-economic change and interrupt cycles of injustice and inequity. We call what we do Brave Infrastructure Design®.

At Build Up, we work with two types of brave philanthropies and nonprofit organizations. We help start-ups build their infrastructure capacity, and we help organizations turn around when they are on the brink by transforming their infrastructure capacity.

We focus primarily on grant-making approaches and policies, organizational design and compliance, and governance structures to support the programmatic outcomes of our clients.

We are not theorists or academics. We understand the theory, of course, but have done the work we advise on, and are practical and creative in our approach. Our founder and CEO has advised two of the world's most prominent philanthropists and has built the capacity of many nonprofit organizations all over the world. So, we do not just talk about infrastructure design; we live and breathe it.

Learn more about Build Up [here](#).

Build Up's Core Values

Our core values are to be **(1)** ever learning; **(2)** excellent; **(3)** brave; and **(4)** relational.

Our values guide and inspire everything we do and how we engage with our clients and each other. If any value does not resonate with you, Build Up is not the place for you.



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About the Role

This new role supports the work of the CEO as well as the Program Coordinator on a part-time basis. This role will provide key administrative and project support to the Build Up team, helping to build and maintain client and partnership relationships and organize and streamline business operations. This role reports to the CEO.

Administratively, the role requires managing the CEO's day-to-day calendar; liaising with potential and current clients, partners, and vendors; drafting emails, memos, and preparing communications on the CEO's behalf; booking travel plans; organizing meetings; note taking for meetings; preparing and refining presentations; assisting the Program Coordinator with her projects and tasks, including project management, client support, and social media management; and managing other tasks and projects delegated by the team.

Build Up is a member of a group of companies so this role provides similar support to the other entities within the group, including [Build Up, Inc.](#), an affiliated nonprofit fiscal sponsor, and [The Campbell Law Firm](#), an affiliated social-impact focused law firm.

About the Person in the Role

You are extremely proactive and take initiative. You are comfortable leading in situations in which you have not been, and comfortable creating paths where none exist. You are someone that people depend on, and you are comfortable taking on a lot of responsibility but mature enough to speak up when you have too many matters to prioritize them well.

You are creative, considerate, loyal, disciplined, hardworking, and are so organized that our favorite organizers consider you their favorite organizer. You have been asked on many occasions about your filing system, your ability to schedule, and your follow-up.

You do not consider any job too small or beneath you, if it advances our goals and helps our clients. When you hear complaints, your immediate reaction is to listen, and then work with others to find solutions. You have often been called a "people person" and a good listener. You move from task to task seamlessly, understand that good stress is a thing, and are a productivity aficionado. You value accountability when you are on teams or when working independently.

You have a sense of humor, love music, and realize a few fundamental music principles: The Bridge is over, soca is a language everyone should know, and Biggie is one of the GOATs.

What the Role Requires



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In addition to “about the person in this role,” here are the **non-negotiable** requirements for the person in this role. If you do not meet **all** these requirements, this role is not for you.

You Must:

- be proficient in Microsoft Office (Word, Excel, PowerPoint);
- have values that completely align with ours;
- have excellent writing skills;
- work with minimal direction and guidance;
- maintain a very high level of confidentiality;
- meet tight deadlines and follow up quickly;
- manage competing priorities like a boss (well, a boss that manages competing priorities well);
- be client and solution oriented; **and**
- have a genuine interest in what is happening socially, politically, and philanthropically in the United States, the Caribbean, and Sub-Saharan Africa.

We are professionals who enjoy working with professionals. We value every member of our team and want to provide each team member with their dream position.

Compensation

This position will be remote and part-time, requiring 3 days per week. The salary for this role starts at \$20/hour. The hours for this role will be reviewed during the first year of employment, with a potential for an increase.

Application Procedure

If you are interested in applying for this role, here is our application procedure:

- Submit your resume and a cover letter about your interest in the role and tell us something that is not highlighted in your resume, but you think we should know, to careers@buildupadvisory.com with “[Full Name] -- Relationship & Operations Assistant” in the subject line of the email.
- If we are interested in learning more, you will receive an email from us where you will be asked to provide video responses to some questions.
- After reviewing the video responses, we will further narrow the applicant pool and invite a few applicants to talk with us via video or in person.
- After interviewing the finalists, we will select the Relationship and Operations Assistant.



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Build Up is an equal opportunity place of business, which means that we do not discriminate because of race, gender, sexual orientation, religion, age, where you are from, or disability. We believe in and live diversity, inclusion, and equity, and strive to ensure that every person we work with, including contractors, vendors, staff, and clients, feels considered and listened to. We do not allow any of the “isms” into where or how we work, and we believe love is love. We have been treated as if we did not belong at various times throughout our careers and lives and understand how to be deliberate about never making others feel that way.

If you have any questions about the role that are not answered in this document, please email us at hello@buildupadvisory.com.