

The Build Up Companies

Title: Special Assistant to the CEO

Classification: Full-time; exempt position

Location: Remote

The Build Up Companies (you can just call us, Build Up) are hiring!

About Build Up

The Build Up Companies are a federated group of companies comprised of Build Up Advisory Group, The Campbell Law Firm, and Build Up, Inc. and focused on transforming life outcomes for vulnerable and marginalized communities.

- [Build Up Advisory Group](#) is an advisory firm that specializes in strengthening governance, grant making, and organizational design for brave philanthropists, philanthropies, movements, and nonprofit organizations to provide them with the structural capacity to deliver on their missions to help effect socio-economic change.
- [The Campbell Law Firm](#) is a boutique law firm that serves as a trusted in-house advisor to brave grant-making nonprofits, movements, philanthropies, and philanthropists to disrupt cycles of injustice and inequity.
- [Build Up, Inc.](#) is a nonprofit capacity builder that supports the leadership of women and people of color and incubates and fiscally sponsors charitable projects and organizations that work with under-resourced and invisibilized communities around the world.

We work with start-ups that want to quickly and equitably build their infrastructure capacity and older organizations that are seeking innovative ways to equitably serve communities. We call what we do Brave Infrastructure Design®.

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 nonprofit organizations all over the world. All of our advisors are practicing attorneys with years of practical in-house nonprofit and operational experience. So, we do not just talk about infrastructure design; we live and breathe it.

Learn more about Build Up by visiting each of the companies: [Build Up Advisory Group](#), [The Campbell Law Firm](#), and [Build Up, Inc.](#)



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Build Up's Core Values

Our core values are to be:

- ◇ **brave** – we authentically show up according to our values, even if it means that doing so may be more challenging;
- ◇ **ever learning** – we are focused on constant improvement and are always seeking new ways to do our work even better;
- ◇ **excellent** – we are in relentless pursuit of excellence through meaningful work and cultivating an environment of “owners” who refuse to tolerate mediocrity; and
- ◇ **relational** – we believe that true problem solving happens when there is real communication among the problem solvers; we endeavor to be thought partners with each other, our clients, and our partners.

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

About the Role

The Special Assistant will manage the Office of the CEO, helping to review and refine organizational policies and communicate for and on behalf of the CEO in meetings and via written communication.

This new role will provide key executive support to the CEO of the Build Up Companies and serve as a trusted advisor and partner to the CEO. The Special Assistant will also lead, oversee, and provide critical support and management to special projects and initiatives. The Special Assistant will also serve as a liaison to the leadership team and the Build Up team, helping to build and maintain client and partner relationships and streamline operations. This role reports to the CEO of the Build Up Companies.

Specifically, the role requires managing the CEO's extremely active calendars; liaising with potential and current clients, partners, and vendors; drafting emails, memos, and preparing communications; arranging and coordinating the CEO's travel plans and itineraries; organizing and facilitating meetings; preparing agendas and taking notes for meetings; researching issues and analyzing findings; helping to prepare and manage Build Up's budget and financial reports; preparing and refining presentations; assisting with external communications management; and managing other tasks and projects delegated by the CEO.

Additionally, the Special Assistant will manage incoming inquiries and be the first point of contact for our nonprofit capacity builder, Build Up, Inc. The Special Assistant will play a key role in helping to build out the processes and systems within Build Up, Inc. and managing relationships with Build Up, Inc.'s projects, partners, and vendors.



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About the Person in the Role

You thrive in start-up environments where you can lead and learn in new situations. You are highly resourceful, a problem solver at your core, and someone that people can depend on. You are comfortable assuming a significant amount of responsibility, but seasoned enough to speak up when you have too many matters to prioritize them well.

You are adept at advancing and seamlessly executing visions. You handle sensitive and confidential information with such discretion and integrity that your nickname could be “The Vault.” You are empathetic, disciplined, proactive, hardworking, and are so organized that our favorite organizers would consider you their favorite organizer. You move from task to task seamlessly, ask questions to understand, and are comfortable saying, “I don’t know, but I’ll find out.” You value accountability when you are working with teams or leading independent projects.

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 and you use both attributes to build and maintain relationships. As a result, you can easily engage with diverse groups of people and have them all feel heard.

You have a sense of humor, are intellectually curious, love music, and realize two fundamental music principles: The Bridge is over and Soca is a language everyone should know.

You Must:

- have excellent writing and speaking skills;
- be comfortable leading meetings with diverse stakeholders;
- be highly responsive to inquiries and email communications;
- be able to travel within the United States and internationally (when travel resumes);
- be proficient in Microsoft Office (Word, Excel, PowerPoint);
- have a Bachelor’s degree or equivalent years of experience; and
- have a genuine interest in what is happening socially, politically, and philanthropically in the United States, the Caribbean, and Sub-Saharan Africa.

Compensation and Benefits

The Special Assistant will receive a base salary of \$57,000 and a generous performance-based bonus.



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We also offer the following benefits:

- Dental and vision coverage
- Health insurance package (Build Up pays 100 percent of the employee's premium)
- 401(k) participation with a Build Up match
- Cellphone allowance
- Professional development allowance
- Office allowance
- Paid time off policy (sick, personal, and mental health days and all Federal Holidays)
- Unlimited vacation policy (add value and take time off when you need it)
- 4.5 day work week
- Fully remote work

How to Apply

If you are interested in applying for this role, click [here](#) to submit your application.

Our Hiring Process

- If we are interested in learning more after we receive your application, you will receive an email from us where you will be asked to provide a video response to some preliminary questions about your experience and interest in the role.
- After reviewing the video responses, we will further narrow the applicant pool and invite a few applicants to talk with us via video. You will likely meet with the entire team so you can ask questions about working at Build Up and we can learn more about your experience and workstyle.
- After the team conversations, we will ask two or three applicants to meet with the CEO via video.
- The finalist(s) for the role will be asked to complete an assignment, which is representative of the work we do so that you have a solid understanding of the kinds of matters you would work on in this role and we have a solid understanding of your skillset. We will compensate you for completing this assignment if you are not selected for the Special Assistant role.
- After evaluating the assignment, the CEO will make an offer for the Special Assistant role.



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We will acknowledge receipt of all applications and will let you know of our decision regarding your application.

Our Commitment

Our work centers historically marginalized and vulnerable communities, including people of color, those impacted by the criminal justice system, and women, especially Black women, so we strongly encourage applications from members of these communities who are committed to transforming life outcomes for those most invisibilized in society.

Build Up is an equal opportunity place of business, which means that we do not discriminate because of race, color, gender, gender identity, sex, sexual orientation, veteran status, 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 Black lives matter and 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.

[Apply Here](#)

