



Title: Program Associate

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.](#)





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.

Responsibilities of the Person in this Role

This role will provide key administrative and project support and management to the (BUI) team, helping to build and maintain relationships with BUI's sponsored projects as well as its strategic partners and organize and streamline operations. The role will report to the Director of Strategic Initiatives and support the work of the Vice President of Strategic Planning and work alongside the BUI team.

This role bears primary responsibility for advancing and ensuring the completion of tasks related to BUI's day-to-day work and operations. Specifically, this role will serve as the primary point of contact for potential and currently sponsored projects, partners, and vendors; draft emails, memos, and other communications on behalf of BUI; manage the discovery process, including responding to project inquiries about BUI's fiscal sponsorship program, applications for fiscal sponsorship, drafting of intake assessments, and advising on whether BUI should sponsor a project based on established criteria; facilitate the onboarding of new projects and collaborate with the Operations team and Finance Manager to help manage a successful experience; and manage contracts and invoicing between sponsored projects, BUI, and vendors.

This role will organize, attend, and participate in Board, sponsored projects, partner, and other meetings and act as a thought partner with the BUI team to implement its strategic plan, goals, and objectives. Additionally, this role will support the development and implementation of BUI's capacity-building program, which consists of a combination of resources for sponsored projects, including an in-house resource library, monthly strategy calls, office hours, and group workshops.





As BUI is a member of a group of companies, the person in this role may be asked to provide similar support to the other Build Up entities.

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 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 principles: The #Kobesystem is a lifestyle, soca is a language everyone should know, The Bridge is Over, and The Roots may be the greatest music group of all time.

What the Role Requires

In addition to “About the Person in this Role,” a successful candidate will meet the following requirements:

You Must:

- have a Bachelor’s degree;
- have at least one year of operational and/or administrative experience in nonprofit management, social impact consulting, philanthropy, or project management;
- have impeccable interpersonal and partner relationship/customer service skills;
- have strong program management skills in administering complex, multifaceted programs resulting in measurable successes and program growth;
- be proficient in Microsoft Office (e.g., Word, Excel, PowerPoint);
- 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 comfortable working in a fully remote work environment;
- be able to occasionally travel within and outside of the United States for internal or sponsored project-related meetings and convenings;
- have a genuine commitment to Build Up’s work and a curiosity about the world of nonprofits and philanthropy generally;
- be solution-oriented; and
- have a genuine interest in what is happening socially, politically, and philanthropically in the United States, the Caribbean and Latin America, and Sub-Saharan Africa.

Though not required, it would be nice if you also had:

- Familiarity with the nonprofit sector, including fiscal sponsorship
- Bachelor’s degree in business, nonprofit management, public administration, organizational leadership, or social entrepreneurship.

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 and Benefits

The annual base salary for this position is \$55,000, with the potential for incentive compensation based on the individual’s and the Build Up Companies’ performance.

We also offer the following benefits:

- Dental and vision coverage
- Health insurance coverage (Build Up pays the employee’s premium)
- Life insurance (Build Up pays the employee’s premium)
- 401(k) participation with a Build Up match
- Cellphone/WiFi allowance
- Office allowance
- Professional development 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 (Build Up’s working hours are from 9 a.m.- 6 p.m. ET, Monday through Thursday, and 9 a.m. – 2 p.m. ET on Fridays)
- “Summer” Fridays (Build Up is closed on Fridays from the Friday following U.S. Memorial Day through U.S. Labor Day)





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

- Please upload your resume and a cover letter about your interest in the role in the application.
- If we are interested in learning more, 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.
- After interviewing the finalists, we will invite the candidates to complete an assessment, which they will be compensated for, and we will then review and select the Program Associate.

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.

