



EXECUTIVE ASSISTANT

Are you willing to serve, collaborate, and support others to advance a collective vision? Are you ready to unleash your power in supporting an organization driven by justice, love for community, and a clear vision for social change? Do you value leading from a place of strength and pursuing excellence? If so, this might be the opportunity for you!

ABOUT RE:VISION

Re:Vision is changing the way Latinx communities in urban areas think about food. For over 15 years Re:Vision has worked to transform the Westwood neighborhood by fulfilling its mission to work with people in neighborhoods affected by systemic inequities to develop resident leaders, cultivate community food systems, and create an economy owned by the community. As a food hub in SW Denver, Re:Vision's food security work has been informed and led by Denver's Westwood neighborhood - a 1.5-square-mile area in the heart of Denver's Latinx community. Westwood is a community where 79% of Westwood residents identify as Latinx and 33% of families live at or below the federal poverty line.

We are at a pivotal stage of growth. Today, Re:Vision has expanded its food security work, youth education programming, and urban agriculture model. Please visit <http://www.revision.coop> for more information.

ABOUT THE POSITION

Re:Vision seeks an Executive Assistant to join our team during an exciting time of growth. The Executive Assistant will support the Executive Director. Key responsibilities include but are not limited to providing the Executive Director with direct support on all development and donor engagement efforts, schedules, meetings, and special events. The candidate will liaise with and learn from key internal and external leaders; and gain invaluable exposure to all aspects of Re:Vision's work. The position requires demonstrated interpersonal attributes, solid research and writing skills, and time and project management skills.

The Executive Assistant will report to the Executive Director and work closely with the Executive Director. A successful candidate will thrive in a dynamic, fast-paced professional environment with a leadership team committed to excellence, integrity, and community. Highly organized, detail-minded, and action-oriented, the candidate will manage Executive Director's calendar, serve as a liaison between the Executive Director and key stakeholders, follow through with timely deliverables, and support the core operations to maintain an efficient, collaborative culture at Re:Vision. Individuals committed to service, driven by justice, and who rise by lifting others should apply.



KEY RESPONSIBILITIES

- Manage development calendar, grant pipeline, and monthly grant planning calendar for Executive Director. Includes organizing development databases, preparing grant supporting documents and grant application language as well as providing grant submission support for the Executive Director.
- Support with management of the Executive Director's daily calendar, manage details for internal and external meetings and events for the Executive Director, and execute timely follow-up. Includes organizing and preparing for meetings, including gathering information from Senior Staff and tend to logistics of meetings. This includes taking meeting minutes, welcoming guests, ordering food, coordinating event set-up, communicating with staff, supporting attendee and speaker requests, and working with Operations Director to execute post-event logistics.
- Lead with Re:Vision team values to cultivate relationships with team-members, community, community partners, tenants, funders, and government officials.

Development and Donor Support

- Grant pipeline management on both Google Drive and Salesforce platforms.
- Salesforce and donor management system knowledge is a plus, training available.
- Provide support in the coordination and planning of signature Re:Vision events and donor events.
- Liaise between Executive Director and grant partners and sub-grantees.
- Prepare monthly donation reports and donor thank you letters for the Executive Director.

Data and Grant Reporting

- Grant reporting calendar management on both Google Calendar and Salesforce platforms.
- Generate high-level reports upon Executive Director request from Salesforce that demonstrate Re:Vision's work, impact, and community members served.
- Provide data support on grant quarterly and annual reports and Re:Vision newsletters and annual reports.

QUALIFICATIONS

Three to five years of relevant professional experience, including executive-level support and/or grant-writing experience. Excellent verbal and written communication skills. Demonstrates sound judgment and discretion. Commitment to pursue excellence, manage details with integrity, and maintain confidentiality. Exceptional time and project management. Working knowledge of Spanish required, bi-lingual in Spanish and English preferred.

**Other important qualifications and attributes:**

- Curious and teachable, open to feedback, and confident in managing up.
- Thrives in a fast-paced environment and is able to work effectively under pressure
- Results driven with an innate ability to wisely prioritize goals and daily tasks.
- Tech savvy with proficiency in Google Drive, conferencing, and Salesforce knowledge.
- Salesforce knowledge is a plus, but training is available. Salesforce proficiency will be expected at the 90 day mark.
- Collaborator who leads with grace and a positive attitude.
- A willingness to have fun and a sense of humor is welcomed!

COMPENSATION AND EMPLOYMENT DETAILS

This is a full time position and Re:Vision is prepared to offer an attractive compensation package, including a competitive base salary and health, 401(k) and paid time off benefits. Competitive compensation package commensurate with experience and skills will range between \$40,000 - \$55,000.

Interested applicants should submit a cover letter and resume to hello@revision.coop

Re:Vision is proud to be an Equal Opportunity Employer. Employment with Re:Vision is based solely on qualifications and competence for a particular position, without regard to race, color, ethnic or national origin, age, religion, creed, gender, sexual orientation, disability, or marital, military. We strongly encourage people of diverse backgrounds to apply. Trans- identified, gender non-conforming, and non-binary candidates are encouraged to apply.