



# SPECIAL PROJECTS ASSOCIATE

## Job Description

### About Women Moving Millions

Women Moving Millions is a thriving global community of individual philanthropists who have each made a minimum \$1 million commitment to advance gender equality. To date, WMM members have collectively committed nearly \$1 billion to organizations and initiatives serving women, girls, and gender expansive people worldwide. By supporting members to leverage their collective voice, influence, and resources, and by creating opportunities to amplify their impact, WMM pursues its mission to catalyze unprecedented resources to build a gender equal world. We do this not just because we believe in gender equality, but because it's a smarter, more effective way to foster a better future for all.

Our core values and beliefs, which guide our work, can be read here:

<https://womenmovingmillions.org/about/>

### The Opportunity

As WMM steps into a new phase of growth and impact, it is critically important that we operationalize our new Strategic Plan towards success. The Special Projects Associate will play a critical role in supporting both the CEO and the Director of Operations and Strategic Initiatives in many of the big-picture aspects of the organization, helping operationalize the new strategic plan by developing a workplan, assisting with project activities, and reporting out on progress. The Associate will also lead on data management, including financial, member, and MEL results, helping turn quantitative results into key takeaways for presentation to stakeholders.

- **Job Title:** Special Projects Associate
- **Location:** New York, but flexible and remote work arrangements would be supported
- **Reporting:** Director of Operations and Strategic Initiatives
- **Time Commitment:** Full-time
- **Salary:** \$65,000 - \$75,000
- **Start Date:** ASAP

### Key Responsibilities

- Conduct research and operational activities related to WMM's new Strategic Plan, working with CEO and Director of Operations and Strategic Initiatives on new projects, defining and tracking operating plan activities, and reporting out on progress
- Support CEO in the drafting of fundraising proposals, position papers, and other briefing documents as needed.
- Assist CEO with Governance-related activities including preparation of documents and slide decks for Board meetings.
- Support Director of Operations and Strategic Initiatives to execute member data analysis under the MEL implementation plan, including administration of data collection and ongoing member data analysis.
- Provide support for fundraising operational activities including CRM maintenance, data analysis (financial and otherwise), grant tracking, and donor research.
- Participate as needed in meetings and events with the CEO, taking notes and assisting with next steps as helpful.

- Carry out other duties and responsibilities related to administration, scheduling, fundraising, strategic planning, and operations as assigned.

This position reports to the Director of Operations and Strategic Initiatives. This position does not manage or supervise any employees.

### **Qualifications**

- 1-3 years of relevant work experience.
- Experience conducting data analysis and producing reports of results and learnings. Commitment to using data for learning.
- Excellent writing, note taking, and analytical skills; attentive to detail.
- Strong interpersonal, communication, and facilitation skills, including presentations.
- Highly organized, able to manage competing priorities and meet deadlines.
- Demonstrated initiative and flexibility working both independently and as a member of a team; an accountable self-starter.
- Ability to handle confidential information with discretion and tact.
- Strong commitment to Women Moving Millions' mission, vision, values, and beliefs.
- Experience and/or knowledge of the philanthropy sector is advantageous, as is experience working with high-net-worth individuals/donors
- Proficiency using Microsoft Word, Excel, and PowerPoint required; experience with data visualization, Neon CRM, Monday.com, and Slack are preferred

### **Equal Opportunity**

Women Moving Millions is committed to the diversity of its workforce and strongly encourages applicants from all cultures, races, educational backgrounds, socio-economic classes, sexual orientations, age, gender, and physical abilities to apply. We do not discriminate against any employee or applicant for employment because of race, color, religion, sex, sexual orientation, gender identity, age, disability, familial status, marital status, caregiver status, or any other category protected by applicable federal, state, or local law.

To apply for this position, please submit cover letter and résumé to [Jobs@womenmovingmillions.org](mailto:Jobs@womenmovingmillions.org)