

Criterion Institute

Position Description: Program Assistant

Goal start date: August 2017

Location: Haddam, CT; Boston; NYC; 100 mile radius from Haddam, CT

Organization Description:

Criterion is the leading nonprofit using finance as a tool for social change. We do this through a methodology and set of practices that move leaders beyond understanding finance to believing in their own ability use financial systems. And we're working towards a future where the power of our financial systems is widely used for social good.

Criterion's economic model relies on individual donors to ensure that we can challenge system of power and to allow us to innovate. We then scale this work through institutional partnerships. In addition, we draw on the breadth of our network to accomplish remarkable feats with a small nimble team.

Team Description:

Culturally, Criterion Institute is a collaborative, inquisitive, and fast-paced place to work. You might spend one day connecting with leaders of capital markets in Asia and the next day organizing a meeting in a church basement. We work across a breadth of sectors, industries, and geographies all focused on finance as a tool for social change. We tend to hire confident generalists who are comfortable working in finance. Their role, then is to tap the expertise in our network and manage teams of contractors and volunteers to execute on projects in line with specific goals of our programs.

As has been the case for 15 years, the Criterion team works in a virtual office environment – from home offices or urban hubs. All Criterion staff members are provided with sufficient equipment to set up a home office and are expected to work collaboratively and independently.

Position Description:

We are seeking an ambitious and organized Assistant to join our team. As Criterion Institute scales as a nonprofit, we are at a critical point for the organization – one that requires maturity, multitasking, focusing on a diverse set of activities, eagerness to learn, and the ability to think broadly and act strategically.

At a high level, the Assistant will play a three-pronged role within the Criterion team. Our new team member will maintain a focus on amplifying Criterion's message through developing, organizing, and compiling materials for external communications - including the review, testing, and maintenance of content on our website. Second, the individual will provide logistical support for our programs and activities. Finally, the role is responsible for internal data management and documentation.

This is a position with remarkable opportunity to develop communications with a variety of audiences. Criterion's 15-year history gives us incredible access with a depth of relationships across fields. And this position, tied directly to Criterion's brand identity, is directly in the flow of those relationships.

Communication Responsibilities

- Support the update, reorganization, and maintenance of our website; transfer content, review navigation, and test links
- Develop brand appropriate collateral for our various programs and projects
- Assist with the development and publishing of communications pieces such as newsletters per Criterion's editorial calendar
- Manage current and continue to build social media activities

Programmatic Responsibilities

- Draft presentations, slide decks, and visual representations of Criterion processes and methods
- Support in writing and editing research publications including white papers and blogs
- Compile weekly inter-team email updates regarding news in our various areas of work
- Coordinate program activities and logistics around events hosted by Criterion Institute
- Support the team in remote offices by working with technology vendors and coordinating systems ensuring they can function efficiently

Data Management & Documentation Responsibilities

- Support updates and improvements for Criterion's KMS (Sharepoint)
- Support updates and improvement for Criterion's CRM (Salesforce) and other systems
- Manage relationships and tracking using Salesforce and in capture research interests and communications efforts for both donors and Criterion's extended network
- Support development and maintenance of publicity, research opportunities, and other materials that support fundraising efforts
- Document and communicate Criterion's internal practices

Requirements:

- Bachelor's Degree (or equivalent)
- Strong technical skills including proficiency of Salesforce, Google Apps, Wordpress, and Microsoft Office 365 as a user and systems administrator
- Familiarity with impact investing space
- Demonstrated record of successful communication strategy, strong writing skills, network interactions, proposal preparation, and successful synthesis of broad ideas into easily digestible information.
- Thoughtful and deliberate commitment to social change; comfort with and attraction towards innovative approaches
- Comfort with engaging with and understanding the complexity of Criterion's various audiences and making connections between donors, partners, and projects.
- Intellectual depth – including ability to process and communicate complex ideas
- Clear ambition and eagerness to perform at a high level – willing to take on challenges and navigate through ambiguity to get to insights

Updated: 07/14/2017