

Intentional Endowments Network

An Initiative of the Crane Institute of Sustainability

Job Description: Program Administrator

The Program Administrator will be a key member of the team and will support the management and growth of IEN. The Program Administrator contributes to IEN's strong culture of collaboration and excellence, with opportunities to take on high-level responsibilities quickly and build a strong network of leaders in the fields of sustainability, finance, higher education, philanthropy, and civil society. This is a great opportunity for a collaborative and entrepreneurial individual who knows how to work in a dynamic setting.

Responsibilities

Responsibilities include but are not limited to:

- Manage calendars and schedule appointments
- Prepare meeting materials
- Help coordinate events and meetings
- Assist with email communication and task prioritization for managers
- Collaborate with other IEN team members to support communications and marketing
- Support IEN events through outreach, promotion, registration support, and sponsorship solicitation
- Research topics and contribute to writing reports related to sustainable investing at college and university endowments, including strategies and tools, trends, best practices, and new innovations
- Support communications through various media (website, email, phone interviews, in-person meetings, webinars, etc.)
- Help manage the organization's CRM system
- Support with logistics around Board of Director meetings
- Provide additional general administrative support as needed

Qualifications

The ideal candidate will possess the following qualifications:

- Excellent written and oral communication skills
- Ability to prioritize tasks and meet deadlines
- Ability to stay organized and poised under pressure
- Ability to anticipate and proactively address organization needs
- Entrepreneurial and comfortable working in a small team
- Comfort working remotely, with a remote team
- Interest in or knowledge about topics related to ESG, SRI, impact investing, higher education, and/or sustainability a plus

- Bachelor's Degree and/or 2+ years of relevant professional experience providing direct administrative support and supporting multiple managers

To apply, please send your cover letter and resume to Kaede Kawauchi at kaede@intentionalendowments.org.

About IEN

The Intentional Endowments Network is a non-profit, peer-learning network advancing *intentionally designed endowments* – those that seek to enhance financial performance by aligning with institutional mission, values, and sustainability goals. Working closely with leading organizations the network supports leaders and key stakeholders from higher education, foundations, and other non-profits endowments. It provides opportunities for learning and education, peer networking, convening, thought leadership and information exchange around a variety of strategies (e.g., ESG integration, impact investing, divestment, shareholder engagement) across asset classes.

www.intentionalendowments.org

IEN is an initiative of The Crane Institute of Sustainability, a tax-exempt 501(c)(3) non-profit based in the Boston area.

Crane is an equal opportunity employer and does not discriminate in employment and personnel practices on the basis of race, color, religion, sex, gender identity, sexual orientation, military status, national origin, age, disability or genetic information, or any other basis prohibited by applicable law. Women and members of all racial and ethnic groups are encouraged to apply.