

POSITION: SENIOR EXECUTIVE ASSISTANT SHARING STRATEGIES NETWORK

ABOUT THE SHARING STRATEGIES NETWORK

We face an unprecedented series of concurrent crises - of covid, conflicts, climate and inequalities. To crack these crises, we must break out of old ways of working, escape siloed thinking and structures and partner strategically to avert climate catastrophe, tackle transnational threats and achieve our shared Sustainable Development Goals.

As a trusted, neutral platform, [Sharing Strategies](#) is a network of leading change-makers from advocates, think tanks, local leaders, global civil society groups, international organisations, the private sector and philanthropic foundations. After regular convening, the Sharing Strategies network has organised itself into three workstreams – advocating, financing and delivering.

Each workstream brings together key actors to drive coordination, foster innovation, and present solutions for potential funders:

1. **Advocating:** Connecting local and global campaigns, creatives and movements to counter short-termist populism and mobilise public and political support for climate and SDG-smart policies; nurturing movement-generous leaders from the climate and development sectors.
2. **Financing:** Raising approximately \$1.3 trillion annually by 2025 in quality public and private investment, ensuring these domestic and global flows support open country-owned platforms and innovative local actors.
3. **Delivering:** Ensuring these transformative investments support a smart, data-driven pipeline of policies and projects designed for co-impact and co-benefits across sectors, unleashing innovative technologies which empower local leaders and communities.

Building on its successful first year, Sharing Strategies is now ramping up the capabilities of its backbone team and network and shifting from *convening* to *stewarding* a collaboration for catalysing the achievement of the SDGs and climate goals. Sharing Strategies is increasingly concentrating its resources on supporting a large-scale coordinated campaign – involving both insider and public-facing advocacy – for a step-change in the quantity and quality of development and climate finance flows.

ABOUT DALBERG CATALYST

Sharing Strategies is being incubated at Dalberg Catalyst, where Sharing Strategies’s founder Jamie Drummond is currently an Entrepreneur-in-Residence.

[Dalberg Catalyst](#) is a team of systems thinkers and innovators dedicated to addressing the biggest challenges of our time. We are a small and fast-growing U.S.-based nonprofit whose mission is to co-create and actively accelerate systems solutions that will have a tangible and durable impact on urgent societal and planetary issues. The organisation is virtual, with team members in four countries and projects operating in many more.

Dalberg Catalyst is part of the [Dalberg Group](#), a global group working to build a more inclusive and sustainable world where all people, everywhere, can reach their fullest potential. Dalberg partners with and serves communities, governments, and companies throughout the world,

providing an innovative mix of advisory, investment, research, analytics, and design services. Established in 2001 by experienced private sector consultants, Dalberg operates from 30 worldwide locations.

WHAT YOU WILL DO

The Senior Executive Assistant will closely support the founder of Sharing Strategies in the administration and logistics of his day-to-day leadership of Sharing Strategies and interactions with senior-most leaders across multiple sectors working to achieve global climate goals and UN Sustainable Development Goals (SDGs). This is an exciting opportunity for a social impact-driven professional to work alongside a global leader in advocacy and communications to help address the world's most pressing challenges.

Contract type: 100%, contract position

Duration: Starting immediately, through to October 31, 2023, with the possibility of extension subject to confirmation of further grant funding.

Location: Fully remote (work from home) with a preference for candidates based in the UK.

This role will entail the following responsibilities:

- *Task management*
 - Recommend daily priorities for the founder based on overall objectives, strategic priorities, organisational developments, and any relevant deadlines
 - Consistently maintain the founder's to-do list, ensuring appropriate prioritisation of projects with respect to deadlines and organisational developments, monitoring all emails, documents, or materials requiring input and/or approval
- *Meeting coordination and calendar management*
 - Organise internal and external meetings for the founder, including notifying attendees, developing agendas, handling logistics, and carrying out necessary follow-up
 - Maintain an accurate and detailed calendar for the founder, manage and log incoming scheduling requests, reschedule meetings upon request, proactively communicate changes, and anticipate and respond to scheduling conflicts
 - Join many of the founder's calls and meetings, capturing what is discussed (e.g. Board-level minutes); being on call to provide supporting information, proactively identify linkages from other calls; and tracking any follow-up required after each
- *Communications management*
 - Screen all communications to the founder, with a particular focus on email management
 - Ensure that internal and external communications and correspondence from the founder are sent out in a timely manner
 - Maintain a record of the founder's extensive contacts, ensuring all correspondence is tracked, and supporting the founder to follow up with new contacts as they are made (e.g., after events)

- *Administration, logistics, and general*
 - Manage all travel arrangements and reservations for the founder
 - Track and reconcile expenses and provide support with financial/budgetary tasks relating to the founder's work
 - Liaise closely with Sharing Strategies' backbone management team, including senior advisors, to coordinate on administrative and operational issues
 - Perform any other duties relevant to the role

ABOUT YOU

Required qualifications

- 6+ years of experience in supporting a senior leader (e.g., MDs/VPs/CEOs)
- Exceptional organisational skills, attention to detail, and ability to manage and prioritise among multiple tasks
- Exceptional written and oral communication skills in English, with a track record of holding responsibility for producing zero-defect written outputs and engaging with others with professionalism (for example, working in a client-facing professional services context)
- High degree of facility with technological platforms for communication with large sets of contacts (e.g., MailChimp, Zoom, Outlook, social media)
- Familiarity with the London area (for planning in-person meeting logistics) and London-global travel (for planning international travel)

Additional ideal qualifications

- A passion for driving social impact and equity, as evidenced by a strong interest in and/or prior exposure to global or local impact issues
- Familiarity with the field of global advocacy and strategic communications and major actors in the global development and climate action domains is a plus

JOIN OUR TEAM

Please submit your application to Aaron Mihaly, Associate Program Director, at jobs@sharingstrategies.org. Your application should include a resume and cover letter; we cannot accept applications that do not include both documents.

Candidate applications will be considered on a rolling basis, and the position will remain open until the right candidate is found. Applicants are advised to apply early.

Owing to the large number of applications we receive, unfortunately, only shortlisted candidates will be contacted.