

Ford Foundation

The Ford Foundation is a private global philanthropic foundation with headquarters in New York. We believe in the inherent dignity of all people. In addressing the reality of inequality, we are guided by a vision of social justice—a world in which all individuals, communities, and peoples work toward the protection and full expression of their human rights; are active participants in the decisions that affect them; share equitably in the knowledge, wealth, and resources of society; and are free to achieve their full potential.

Based in Johannesburg, The Ford Foundation seeks to fill the following vacancy:

SPECIAL ASSISTANT TO THE REGIONAL DIRECTOR

SUMMARY DESCRIPTION:

The Special Assistant is responsible for supporting the Regional Director with managing workflows and administrative tasks, including calendar and project management, supporting special projects, coordinating team meetings and providing overall cohesion for the office.

RESPONSIBILITIES:

Administrative Support

- Support the Regional Director with all administrative needs including maintaining their calendar, travel management, expense reporting, preparing itineraries for external visitors, and meeting preparation/follow through
- Synthesize key information from meetings, partner with the Regional Director and/or with other stakeholders on follow-up, action plans, and dissemination
- Support with managing consultants assigned to special projects
- Representing the foundation in external spaces, serving as an ambassador and maintaining effective professional relationships, particularly with peer philanthropic organizations, government and corporate sector entities
- Collaborate and coordinate closely with peer administrative team members on workflow and projects, including coverage support as needed
- Respond to general inquiries on behalf of the team, maintaining appropriate correspondence control records, paying particular attention to accuracy and time sensitive inquiries.

Programmatic Support

- Act in a supportive role for the Regional Director's programmatic engagements as needed, this includes attending grantee meetings, conferences, or convenings

- Coordinate with the Office of Communications on any materials relating to the office of the Regional Director
- Manage special assignments at the request of the Regional Director
- Stay abreast of key issues within the office’s operational and political landscape, and keep the Regional Director informed of any relevant developments
- Build and maintain a database of external thought leaders for possible and ongoing collaboration
- Participating in the Good Neighbor Committee including serving as a member and grantmaker

QUALIFICATIONS:

The ideal candidate is an effective administrative and operations professional with an in-depth understanding of philanthropy, who is highly organized and can work well with diverse stakeholders. In addition, the ideal candidate will have the following qualifications:

- 4+ years of professional working experience supporting senior executives in an administrative and operational capacity.
- Baccalaureate degree in related field or equivalent relevant experience.
- Experience working within global and/or complex environments.
- Ability to work collaboratively and flexibly with colleagues while managing multiple streams of work.
- Superior project management skills: proactive approach, and ability to prioritize tasks.
- Demonstrated ability to develop effective working relationships across all types of difference, both remotely and in person.
- Demonstrated ways of working that align with the Ford Foundation’s culture and values.

PREFERRED QUALIFICATIONS:

*The following are additional skills and experiences that could be helpful but are **not** required:*

- Fluency in a language other than English
- Experience working with NGOs and/or philanthropy

PHYSICAL REQUIREMENTS:

The Ford Foundation is committed to providing access, equal opportunity and reasonable accommodation for individuals with disabilities in employment, its programs, and operations. As part of this commitment, the Foundation will ensure that persons with disabilities are provided reasonable accommodations. If a reasonable accommodation is needed to participate in the job application process, please contact melissa@actionappointments.co.za

Salary: The Ford Foundation is committed to practicing salary transparency. The final salary offer is determined by a candidate’s relevant experience and our commitment to internal equity. In addition, the Foundation provides additional benefits including medical aid, contribution to a pension fund, and other benefits.

Working approach: We operate in a hybrid model and require staff to be in the office three days per week.

Employment equity and having a diverse staff are fundamental principles at The Ford Foundation, where employment and promotional opportunities are non-discriminatory.

Closing date: 15 November 2024