Job Description: Special Assistant to the CEO

Come aboard as the first-ever Special Assistant to the CEO at the Luminos Fund, a fast-growing international non-profit bringing education opportunities to the world’s most vulnerable children. Luminos is looking for a team-player who’s ready to roll up their sleeves in this Special Assistant role. We seek someone who is an excellent writer, collaborative, detail-oriented, tenacious, and creative, with a keen willingness to pivot between communications, development, and executive support duties. Successful candidates will navigate multiple priorities and time-sensitive projects competently, enjoy contributing their talents on diverse writing projects, be passionate about education and children, and be excited to grow with the organization.

This is a great opportunity for someone looking to learn what it takes to manage a growing international development organization. In the longer term, there is room to tailor this role to support the applicant’s professional development goals.

This full-time position will be based in the Luminos office in Boston, MA and will report jointly to the CEO and Director of Communications. The role may involve a small amount of travel, including to challenging contexts in the developing world.

About the Luminos Fund
The Luminos Fund believes that no child should be denied the chance to learn. Launched in 2016, Luminos was founded to scale up the Second Chance program, an accelerated learning program that enables children who have been kept out of school by conflict or poverty to catch up to grade level and return to learning – all in ten months. We operate programs in Ethiopia, Liberia, and Lebanon, where we work with Syrian refugees. To date, we have helped over 130,000 children secure a second chance to learn. Luminos was launched with a strategic commitment from the Legatum Foundation in 2016. Since then, a series of premier philanthropic organizations have joined our cause, including UBS Optimus Foundation, Dubai Cares, and Cartier Philanthropy. Luminos has been recognized for its achievements globally, receiving the HundrED Education Innovation Award three years in a row and the WISE Award.

Duties and Responsibilities

Communications and marketing: You will invest most of your time and energy partnering with the Director of Communications to spread the Luminos message to key audiences; write stories about our programs and students, classroom facilitators, and team members; and build the brand.
- **Writing and editing:** Contribute your writing and editing talents on a variety of projects, such as announcements, blog posts, award applications, collateral, social media, and newsletters
- **Events:** Help map the annual conference calendar, identify speaking opportunities for leadership, and support the preparation of remarks and presentations

Development: You’ll provide support on donor acknowledgement and engagement, grant deliverables, and fundraising proposals. This area of responsibility will include:
- **Writing and editing:** Support Luminos fundraising and stewardship efforts by contributing effective writing to proposals, grant applications, and more
- **Salesforce management:** Serve as key contributor on Salesforce entry and data integrity
- **Research:** Conduct assorted donor research and background research
• **Funder field visits and events**: Support on logistics and planning for field visits and other events

**CEO support**: A quarter of your time will be devoted to supporting the Luminos Fund CEO including:

• **General research**: Conduct general research and craft talking points for the CEO
• **Presentations**: Support presentation development, formatting, and editing
• **Scheduling**: Draft correspondence, coordinate and schedule meetings, and book travel
• **Board meeting support**: Help with board meeting preparation, including shepherding PowerPoint presentations and sourcing data from across the organization
• **Other administrative duties**, e.g. answering phone calls

**Qualifications**

**Required Experience**

• Bachelor’s Degree in English, Communications, Journalism, or a field that provided a wealth of writing experience
• 1-3 years’ professional experience in communications and marketing
• Superb writing, communication, and proofreading skills
• Proficiency with Microsoft Office and Salesforce (or similar)

**Preferred Experience**

• Executive support and/or office support experience
• Experience with or exposure to brand building, fundraising, business development, or sales
• Event planning experience

**Core Attributes**

• Demonstrated passion for education, children, and/or international affairs
• Strong interest in amplifying global voices and advancing narratives with leaders from the Global South as the protagonists of social change
• Impeccable attention to detail, and innate sense of responsibility for delivery of quality work
• Natural curiosity and hunger for continuous learning, including learning new technology
• Self-motivated, tenacious, and polished
• Ability to juggle multiple assignments under deadline
• Strong sense of integrity, confidentiality, and discretion
• Dogmatic adherence to and protection of brand standards, message, and tone
• Can-do attitude: comfortable working on a small team in a frequently evolving environment
• Readiness to problem solve creatively, at-times outside regular business hours

To apply for this role, please write to careers@luminosfund.org with a brief cover letter and your CV.

*The Luminos Fund is an equal opportunity employer. We celebrate diversity and are committed to creating an inclusive environment for all employees. All applicants will be considered for employment without attention to race, color, religion, sex, sexual orientation, gender identity, national origin, veteran, or disability status.*