

Luminos Fund

Job Description: Special Assistant to the CEO

Are you passionate about leveling the playing field of opportunity for children in the toughest corners of the world, and looking for young, fast-moving organization in which to make this happen? This may be the opportunity for you.

Position

The Luminos Fund is looking for an individual who will play the multi-faceted role of a research analyst and assistant to the CEO. This is a great opportunity for someone looking to learn what it takes to manage a growing international development organization. Given the breadth of responsibilities, there is room to tailor this role to support the professional development goals of the applicant.

This position will be based out of the Luminos office in Boston, MA and will involve some international travel.

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 get up to grade level and back to learning. We currently operate programs in Ethiopia, Liberia, and Lebanon, where we work with Syrian refugees. To date, we have helped over 120,000 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, Cartier Philanthropies, and Christie's Inc. Luminos has been recognized for its achievements globally, receiving the WISE Award in 2017 and the HundRED Education Innovation Award in 2017 and 2018.

Analyst Responsibilities

- Synthesize existing research in key areas of international education, creating relevant literature reviews to inform the organization's program design strategies and fundraising.
- Work with the team to create concept notes, full proposals and program reports for current and prospective funders. Liaise with field team to prep quantitative program performance reviews and progress against plans.
- Conduct background research on prospective donors to the fund, including comprehensive analysis of past giving as drawn from 990s and other sources. Generate proposed pitch and engagement approaches.
- Track donor engagement through Salesforce. Construct and run reports on pipeline of prospective funders. Be prepared to master the application and lead customization of data entry screens and dashboards to meet the organization's needs.
- Maintain a calendar for various donor reporting requirements and enable the team to manage against it.

- Take ownership for donor engagement event planning, both domestically and overseas.
- Support in board meeting preparation, including shepherding of PowerPoint presentations and sourcing of data from across the organization.

Assistant to the CEO Responsibilities

- Manage CEO's calendar and high priority email correspondence with impeccable professionalism.
- Book complex international travel and process associated expenses.
- Manage the Boston office, including contract management and basic IT support.
- Manage recruiting process for future hires, including placement of job descriptions, vetting of CVs, scheduling of interviews, and assembly of background check and reference materials.
- Schedule and support on-site meetings.
- Maintain online record keeping system on Sharepoint.
- Set-up and release wire transfers to partner organizations and contractors.
- Provide general support to the program team in Liberia.

Skills

- Strong research skills, discerning reliable sources and triangulating data.
- Advanced mastery of Microsoft Office suite; Sharepoint and Salesforce experience a plus.
- Facility with numbers, including generating and managing against budgets.
- Excellent writing, editing, and proofreading skills.

Attributes

- Impeccable integrity and can-do attitude.
- Natural curiosity and hunger for continuous learning.
- Innate sense of responsibility for delivery of quality work, even in adverse circumstance.
- Self-motivated, with the ability to work alone in an office.
- Belief that success lies in the details.
- Natural affinity for technology.
- Readiness to problem solve creatively on a myriad of fronts, often outside regular business hours.
- Passion for international development, commitment to learn the details of education.

Experience and Qualifications

- Master's degree and two years' experience in a professional setting preferred; recent graduates from top undergraduate programs will be considered.
- Fluency in a second language and coursework in highly quantitative subjects are a plus.

To apply for this position, please write to careers@luminosfund.org with a brief cover letter and your CV. Starting date will be July 2019.