

Position Announcement

Executive Assistant and Office Manager

Full-time | Exempt | Based in New York City

About Confluence Philanthropy

Confluence Philanthropy is a mission-driven, membership network of more than 270 foundations, family offices, and investment managers. We help investors align their capital with the values of sustainability, equity, and justice—so that financial returns and social good move hand in hand.

Confluence is a tight-knit, collaborative team that is deeply engaged with a dynamic membership. Together, we confront some of the most daunting issues of our time – aligning capital with our community’s values of sustainability, equity, and justice. As a team, we are motivated by a sense of urgency. We are prized by our members for thought-provoking and industry-shifting content. Through convenings, learning programs, and collaborative initiatives, our members advance climate solutions, social equity, and systems-level innovation in the field of values-aligned investing. We generate action.

The Opportunity

Are you energized by keeping teams organized, connected, and inspired? We are seeking an Executive Assistant and Office Manager to support our busy Executive Team of three with scheduling and following up on meeting deliverables, manage office operations, and provide administrative assistance.

In this pivotal position, you’ll ensure our internal systems run smoothly, meetings and events are seamlessly coordinated, and our leadership team—the CEO, Chief External Officer (CXO), and Deputy Director—are supported with precision and genuine care.

This is an ideal opportunity for a proactive professional who loves details, thrives in a fast-paced purpose-driven workplace, and finds deep satisfaction in being the wizard behind the curtain.

Why You’ll Love Working Here

At Confluence Philanthropy, you’ll join a highly collaborative team. We believe that transforming the world’s investment systems starts with how we show up—caring, committed, and accountable. You’ll work alongside visionary leaders and veteran industry organizers who are reimagining what responsible capital can do.

You’ll be part of a dynamic organization that values purpose, excellence, and fun in our daily work. We invest in our people through opportunities for growth, a culture of respect and connection, and the satisfaction of contributing to real systems change. Staff meetings are filled with laughter and include interactive team exercises. Any conflict is resolved directly with transparent communication. We do not compete with one another and successes are celebrated as a team. We seek to work with individuals committed to their professional and personal growth, with us, over the long-term. We value candidates that demonstrate longevity within an organization. Our business is relational. Institutional knowledge is prized.

Key Responsibilities

Executive Team Coordination (55%)

- Conduct scheduling for the CEO and CXO, year-round, and some meetings for the Deputy Director. Schedule planning meetings leading into large conference events. Anticipate needs and follow up proactively.
- Collaborate with the development team in strategizing business relationship planning and donor recruitment.
- Organize meeting and travel itineraries as requested.

Office & Event Management (20%)

- Keep our Manhattan office tidy and running efficiently — overseeing the space, supplies, mail, vendor relationships, and equipment.
- Help foster a positive, inclusive team culture by coordinating internal communications and recognition activities.
- Support in-office and hybrid meetings, staff gatherings, and occasional member events.
- Assist with logistics for major programs, including two significant conferences per year.

Recordkeeping & Systems Support (15%)

- Document and record Executive team client meetings in Salesforce.
- Maintain organized digital files and assist with Salesforce client information and data entry.
- Process and file contracts and supporting materials.
- Support note-taking and document preparation for team meetings as requested.

General Administrative Support (10%)

- Provide day-to-day administrative help: printing, copying, correspondence, and light IT coordination.
- Be a welcoming presence for visitors and members who contact the office.

Who You Are to Fit with Us

- You have at least 3 years of experience in providing scheduling assistance at the C Suite level.
- You have at least 4 years of professional administrative or office support experience, ideally supporting executives or small teams.
- You're a confident multitasker who can manage priorities with care and discretion.
- You're tech-savvy, comfortable with the Microsoft 365 suite (especially Outlook Calendar), and quick to learn new tools.
- You're highly organized, attentive to detail, and communicate clearly.
- You bring warmth, humor, and professionalism to your work.
- You're committed to the values of sustainability, equity, and justice, and excited to contribute to a mission-driven nonprofit environment.

Reports to: Deputy Director

Location & Schedule

- Office located in Manhattan; position requires four days per week on-site.
- Standard hours are 9:00 am – 5:30 pm ET, with occasional extended hours before our March and June conferences and shorter summer hours.

Compensation & Benefits

- Salary: \$70,000–\$79,000 annually (depending on experience)
- Benefits: Comprehensive health insurance (medical, dental, and vision), and generous paid vacation.

How to Apply

Please send your **resume and cover letter** with “Executive Assistant and Office Manager” in the subject line to hring@confluencephilanthropy.org, describing how your background and interests align with this role and our mission.

We're an equal opportunity employer and strongly encourage applicants from all backgrounds, identities, and experiences to apply. We do not discriminate on the basis of race, color, religion, sex, national origin, age, disability, genetic information, sexual orientation, gender identity or expression, veteran status, or any other protected characteristic. We're committed to building an inclusive workplace where everyone feels valued and respected.