



**Manager of Executive Office
+ Board Liaison**

New York, NY

Paul Towne, MBA
Executive Search Consultant

Johnny Cooper, MPA, CFRE
Founder + Principal

About Proteus Fund

Proteus Fund connects philanthropy to the frontlines of social justice. We strive to advance the interconnected goals of racial, gender, queer, and disability justice and an inclusive, fully representative democracy. To do our work effectively and with significant impact, Proteus Fund creates dynamic relationships between progressive philanthropists, movement leaders, and other allies that go far beyond transactional grantmaking.

Our trusted position among funders and field actors enables us to support, both through collaborative grantmaking and other efforts, a broad array of strategies to achieve social justice victories. Our donor collaboratives are best-in-class models for bridging responsive philanthropy and cutting-edge social justice movements for deeper impact, aligning resources to address critical needs, and shaping strategy alongside our partners.

Through our fiscal sponsorship program, Proteus Fund partners with initiatives which play a powerful role in the larger ecosystem for social change, providing them with tailored and comprehensive organizational support.

To date, Proteus Fund, and its affiliated 501(c)(4) organization, the Proteus Action League (PAL), have distributed \$250 million in grants, and provided other essential tools to support activists, advocates, networks, coalitions, and issue-specific campaigns at the local, state, and national level.

Proteus Fund is headquartered in New York City, with offices in Amherst, Massachusetts. Our staff is based across the entire United States.

Proteus operates and pursues its work based on a set of values synergistic with our vision and mission:

- » Diversity, equity, and inclusion;
- » Integrity and professionalism;
- » Transparency and accountability; and
- » Respect and humility

Position Summary

Reporting directly to the President + CEO, the Manager of Executive Office + Board Liaison provides the full range of executive support in a close one-on-one working relationship.

The Manager of Executive Office + Board Liaison serves as the primary point of contact for staff, consultants, board of director members, and external stakeholders on matters pertaining to the Office of the President + CEO.

The Manager of Executive Office + Board Liaison also serves as the staff liaison to two Boards of Directors (Proteus Fund + PAL); organizes and coordinates executive outreach and relations efforts, and oversees special projects for the President + CEO.

The Manager of Executive Office + Board Liaison works independently on projects, from conception to completion, and can work under tight deadlines to handle a wide variety of activities and confidential matters with discretion.

Essential Job Functions

Executive Support

- » Serves a "gatekeeper" and "gateway" role for effective scheduling and President + CEO time management; plans and coordinates the President + CEO's complex internal and external schedule and manages time-sensitive deadlines
- » Assists in managing the President + CEO's correspondence and deliverables to external actors
- » Researches, prioritizes, and follows up on many incoming matters and concerns addressed to the President + CEO; helps determine appropriate courses of action, referral, or response
- » Maintains confidentiality and discretion on all topics of a sensitive nature
- » Supports basic IT needs of the President + CEO and serves as the bridge to the IT department to address remaining tech issues
- » Provides a bridge for smooth communication between the President + CEO's office and internal departments and programs in ways that consistently maintain credibility, trust, and discretion with senior management, program staff, and others
- » Provides leadership to help build relationships with external stakeholders crucial to the success of the organization

Board Support and Liaison

- » Serves as the staff liaison to the Proteus Fund and PAL Boards of Directors for the President + CEO facilitating communications and project management and ensuring members' needs related to board service are met
- » Manages the Proteus Fund and PAL Board meetings, including meeting logistics and coordination as well as related travel and accommodations, materials preparation, and related responsibilities
- » Works with Board Committee Chairs and the President + CEO to schedule Board committee meetings and teleconference calls. Directly staffs the Executive Committee, Governance Advisory Committee, and other committees of the Proteus Fund and PAL Boards

- » Assists with preparing materials for Governance Advisory Committee related to new Board member recruitment, nominations, and orientation. This includes:
 - Populating and maintaining a system to track potential Board nominees, including researching potential candidates and coordinating outreach
 - Supporting Governance Advisory Committee members, including the President + CEO, in outreach to potential Board candidates
 - Compiling materials for new Board member orientation
 - Scheduling and helping to prepare for orientation meetings for new Board members
- » Drafts official meeting minutes at Proteus Fund and PAL Board meetings, as well as some Board Committee meetings, and works with senior management and Board leadership to finalize Board minutes.
- » Maintains accurate and efficient electronic Board, Board Committee, and Executive Office document filing systems

Qualifications

Experience

Five years' experience working with senior management, C-suite executives, and/or President in a nonprofit setting. We value candidates who can demonstrate capability and articulate how prior experiences will help them to contribute.

Competencies

- » Excellent verbal and written communications skills
- » Excellent interpersonal skills with the ability to manage sensitive and confidential situations with discretion, tact, professionalism, and diplomacy
- » Project management and advanced organizational skills reflecting the ability to perform and prioritize multiple tasks seamlessly with excellent attention to detail
- » Well-developed problem-solving skills
- » Personal effectiveness/credibility and emotional maturity
- » Tech-savvy with ability to troubleshoot minor day-to-day tech issues prior to escalating to IT Help Desk
- » Highly skilled in PC usage and Microsoft Office Platform (including Teams and SharePoint)
- » High level of proficiency in managing meetings via Zoom and similar platforms

Alignment to Culture and Values

- » Commitment to the vision and mission of Proteus as a progressive social justice organization
- » Commitment and ability to thrive within a diverse, equitable, and inclusive workplace, including in dealings with colleagues, donors, consultants, and other critical stakeholders
- » Cultural responsiveness and alignment with our values; commitment to equity and inclusion
- » Strong relationship building; high ethical standards, discretion, and tact
- » Personal qualities of humility and empathy

Reporting Relationship

This position reports to Proteus Fund's President + Chief Executive Officer and has no direct reports.

Leadership + Key Stakeholders

(Please do not contact the organization or its leaders directly)

Paul Di Donato (he, him, his)
President + Chief Executive Officer

Paul Di Donato has been President + CEO of the Proteus Fund and Proteus Action League since 2016. For over thirty years, he has been a social justice activist, lobbyist, litigator, funder, and nonprofit executive working across many progressive issues and movements.

At Proteus Fund, Paul oversees a wide range of dynamic programming—from Donor Collaboratives and Donor Advised Funds to Fiscally Sponsored Projects (FSPs)—aimed at organizing and partnering with foundations and individual donors while engaging in deep collaboration with local, state, and national movement actors to advance equity, justice, and an inclusive, representative democracy.

Under Paul's leadership, Proteus has nearly doubled its annual grantmaking to approximately \$23 million, with a primary focus on the local and state level. During this time, Proteus has also expanded its donor collaborative work to not only provide funds to organizations, but also to provide grantees and movements additional tools, capacities, and networks to enhance their overall effectiveness. Since 2016, Proteus has also doubled the number of FSPs to 17 while developing a model of tailored services and support to incubate these critical social-justice initiatives proactively. Today, Proteus is a \$48-million progressive philanthropic organization supporting 33 funds and initiatives with a highly skilled and committed staff of over 85 individuals.

Prior to becoming President, Paul directed Proteus Fund's Civil Marriage Collaborative (CMC) for eight years. The CMC was a groundbreaking donor collaborative that played a critical role in helping to win the freedom to marry in the United States in 2015. Under his leadership, the CMC created a space for committed donors, visionary activists and advocates, and talented allies from across many sectors to innovate and advance the most effective strategies. The CMC awarded over \$20 million in grants and played a significant role in mobilizing other funders to support marriage equality.

Before the CMC, Paul worked in New York and San Francisco in a variety of social justice capacities. As a consultant, Paul worked on organizational and program development, strategic planning, evaluation, leadership coaching, and governance with a wide range of philanthropic, nonprofit, and academic clients. As Executive Director, he transformed Funders Concerned About AIDS into a leading international philanthropic actor in the response to the pandemic's impact across the Global South while also advancing a variety of other initiatives to educate and mobilize U.S. grantmakers to address HIV/AIDS and its attendant issues of healthcare disparity, racism, sexism, and homophobia.

As Federal Affairs Director and Public Policy Director at the San Francisco AIDS Foundation and Public Policy Director at the AIDS Legal Referral Panel, Paul provided key leadership on a wide range of national and California-specific HIV/AIDS legislative and related public policy victories. He also served as both Executive and Legal Director for National Gay Rights Advocates, one of the first national LGBTQ legal rights organizations. In private civil-rights practice, Paul litigated a wide range of cases from prison reform and employment discrimination to voting rights. After graduating law school, Paul was the first man to be named a Revson Women's Law + Public Policy Fellow.

Paul graduated from the University of Pennsylvania and received his law degree from Harvard Law School.

Eric Ward (he/him/his)

Chair, Proteus Fund Board of Directors

Executive Director, Western States Center

Senior Fellow, Race Forward and Southern Poverty Law Center

Eric Ward, a nationally recognized expert on the relationship between authoritarian movements, hate violence, and preserving inclusive democracy. He brings over three decades of leadership in community organizing and philanthropy to his roles as Western States Center's Executive Director and Senior Fellow with Southern Poverty Law Center and Race Forward. Since Eric took the helm in 2017, Western States Center has become a national hub for innovative responses to white nationalism, antisemitism, and structural inequality, toward a world where everyone can live, love, work, and worship free from bigotry and fear.

Originally from Los Angeles, Eric began his civil rights work when the white nationalist movement was engaged in violent paramilitary activity that sought to undermine democratic governance in the Pacific Northwest. Eric founded and directed a community project to expose and counter hate groups and worked with leaders from government, law enforcement, business, and civil rights groups to establish over 120 task forces in six western states, and successfully encouraged violent neo-Nazi leaders to renounce racism and violence.

Joining the Center for New Community as National Field Director, Eric assisted immigrant rights advocates in addressing the growing influence of xenophobia on public policy. As Program Executive for Atlantic Philanthropies, Eric led grantmaking in immigration and national security and rights. During his tenure as a Ford Foundation Program Officer, he invigorated the field that counters Islamophobia through innovative investments that opened up space for Muslim and South Asian leaders.

Currently Co-Chair of The Proteus Fund, Eric co-founded Funders for Justice with the Neighborhood Funders Group and has served as consultant or advisor to numerous philanthropic institutions, including Open Society, Tides, and the Brooklyn Community Foundation. Eric is a member of the Pop Culture Collaborative's Pluralist Visionaries Program and a former Rockwood Leadership Institute Fellow and OSI New Executives Fund recipient. Past board service includes Revolutions Per Minute, America's Voice, Windcall Institute, The Moenkopi Group, Social Justice Fund Northwest (A Territory Resource), Western States Center, and McKenzie River Gathering Foundation.

Ryan Alexander (she/her/hers)

Chair, Proteus Action League Board of Directors

Member, Proteus Fund Board of Directors

Principal, Hyphen Consulting

Ryan has spent her career organizing allies and adversaries on the right, left, and center to work together to get things done. Persistence, patience, and the hard work of building relationships are central themes of her career, both as an advocate and as a manager. Over the past two decades, Ryan has served as a litigating attorney, funder, small business owner, and nonprofit executive. She testifies regularly in Congress on a wide range of topics relating to federal spending, subsidies, and fiscal policy, and her comments have been broadly featured in national media outlets.

At Taxpayers for Common Sense, the nonpartisan budget watchdog where she served as President for 13 years, Ryan led a team that achieved wins for American taxpayers by building trusting relationships with people on both sides of the aisle – including leading the charge to the only successful effort to defeat a legislative rollback of an Obama-era environmental regulation. She has also achieved policy and organizational change in a variety of other roles, including campaign director, nonprofit founder, and board member. Substantively, she has worked to curtail poverty, protect public health, and strengthen our democracy, from voting rights to campaign finance systems.

Her career has straddled philanthropy, leadership and management, and issue advocacy. She has lived in New York City; Washington, DC; and Appalachia, where she is proud to have co-founded Appalachian Mountain Advocates, the organization that has largely curtailed mountaintop removal coal mining. She is also a director of the Fund for Constitutional Government, Project on Government Oversight, and R Street Institute. Ryan now lives in Northeast DC with her husband, two children, and large Bernese Mountain Dog.

Compensation + Benefits

This is a full-time, salaried position with a salary range of \$95,000-\$105,000.

A highly competitive benefits package is provided, including:

- » Medical and dental benefits for employee and eligible dependents available on first day of work
- » 401(k) retirement savings account with an organization contribution of 10% of annual salary
- » Three weeks paid vacation in first year of employment; four weeks in subsequent years
- » Fifteen sick days per year
- » Three personal days per year
- » Twelve paid holidays
- » Professional development initiatives for growth
- » Paid Family Leave

As a reflection of our firm's commitment to equity and equal pay for all, Cooper Coleman requires that salary ranges or salary starting points be published for every search we conduct. The practice of not posting salaries perpetuates the gender and racial wage gap and discriminates against women, people of color, and other historically excluded populations by causing individuals to negotiate from a disadvantaged starting point.

Location + Travel

Proteus Fund's executive offices are in Midtown Manhattan at 275 Madison Avenue, New York, NY 10016.

This position is eligible for a hybrid work schedule with four days in the office and one work-from-home day.

Some travel (~10%) is expected, including in-person board meetings and other meetings and events.

EEO + Diversity, Equity, and Inclusion

Equal employment opportunity and having a diverse staff are fundamental principles at Proteus Fund, where employment and promotional opportunities are based upon individual capabilities and qualifications without regard to race, color, religion, gender, pregnancy, sexual orientation/affective preference, age, national origin, marital status, citizenship, disability, veteran status, or any other protected characteristic as established under law.

Credential Verification + Background Checks

Before sending your resume for this position, please review it for accuracy. Cooper Coleman verifies its candidates' employment and academic credentials at the time of offer.

Employment is contingent on the successful completion of a comprehensive background check; consent to perform a background check will be required at time of offer.

Submission Instructions *(please read carefully)*

Cooper Coleman is leading this search on behalf of Proteus Fund. To apply, please [visit this link \(www.coopercoleman.com/current-searches\)](http://www.coopercoleman.com/current-searches). Inquiries and nominations of qualified candidates can be sent to:

Paul Towne
paul@coopercoleman.com

Kindly use the position title as the subject line of your email. All inquiries will be held in confidence.

A cover letter is not required with your initial application but is welcomed to help us understand your fitness for this role during our initial evaluation. Candidates invited for interviews with the Proteus Fund team will be asked to provide a thoughtful letter of interest indicating their specific qualifications for the opportunity, desire to join Proteus Fund, and connection to its mission.

Review of applications will begin immediately and continue until the successful candidate has been selected.

Cooper Coleman LLC is committed to providing equal employment opportunities to all qualified candidates and will refer candidates without regard to race, color, religion, national origin, sex, sexual orientation or identity, age, ability, veteran status, or any other legally protected basis.

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About Cooper Coleman

Cooper Coleman is a full-service recruiting and consulting firm partnering exclusively with nonprofit organizations, foundations, and research and academic institutions to drive meaningful growth. We move organizations *forward* by placing the right leaders in the right roles at the right time, and we help to strengthen management and fundraising capacity to amplify their mission and impact.

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