

# Thousand Currents

## Job Description

<b>Title:</b>	Buen Vivir Fund Manager
<b>Location:</b>	Remote, Flexible
<b>Position:</b>	Full-time, remote
<b>Team:</b>	Grassroots Partnerships
<b>Position Reports:</b>	Buen Vivir Fund Director
<b>Compensation:</b>	\$65K-\$70K annual salary

## Background

[Thousand Currents](#) is a public foundation funding grassroots work that addresses the interdependent issues of food sovereignty, alternative economies, and climate justice in the Global South. We partner with an ecosystem of formations, including, but not limited to, movements, grassroots groups, and research institutions, in Africa, Asia and the Pacific, and Latin America that are working on food sovereignty, climate justice, and alternative economies. We prioritize supporting grassroots formations that are mainly led by women, youth, indigenous and Afro-descendant Peoples.

## About Buen Vivir Fund

The [Buen Vivir Fund](#) ("BVF") is the collective response of Thousand Currents and our grassroots partners to the need for a truly transformative approach to impact investing. We believe the key to restoring our relationship with mother nature is reimagining and restructuring our economic systems. Hence, alongside Thousand Currents and our partners, the Buen Vivir Fund supports the development of economic solutions that enrich grassroots communities, build their economic power, expand community engagement in civic spaces, and promote harmony between humans and the environment in the pursuit of dignified livelihoods. Our

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partners are active participants in creating change and building wealth—not just income—for their communities.

The concept and practice of *buen vivir* is at the heart of the Fund's approach and is a concept translated into Spanish in recent decades but which has been central in many Indigenous languages and worldviews for thousands of years. *Buen vivir* universally speaks to a commitment to live in balance with, and actively care for, one's self, one another, community, earth, natural ecosystems around us, past and future generations. Rather than those with the money imposing terms, the Buen Vivir Fund identifies practices developed by grassroots groups themselves that are already proving effective on the ground, and then uplifting and applying these practices to the level of a global investment fund.

The Buen Vivir Fund has two defined objectives:

1. To provide investment support aligned with the needs and aspirations of grassroots groups around the world doing leading work to build the next economy that we need, whilst at the same time enhancing climate resilience. and
2. To strategically "share out" the learnings and investment practices of the Buen Vivir Fund in ways that influence practice across the impact investment sector and beyond.

## **Position Summary**

The Buen Vivir Fund (BVF) Manager will play a critical role in supporting the implementation, development, and expansion of the Buen Vivir Fund. Under the direction of the Buen Vivir Fund Director, they will assist managing all BVF operations to ensure the Fund operates in keeping with the guiding principle of the Fund, values of Thousand Currents, and our partners for an economic model that is rooted in the wellbeing of people, planet, and future generations. They will have the opportunity through the work, develop a deep understanding of the operational, programmatic, and aspirational work of the Buen Vivir Fund and Thousand Currents. The Fund Manager brings a commitment to human rights and social justice values and to ensuring that Thousand Currents' communications with donors and other stakeholders is consistent with our [organization's values](#), [fundraising vision](#), and with the [Association of Fundraising Professionals Code of Ethics](#).

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## Essential Functions:

### 1. **Support implementation of of all strategy, operations, and work plans of the Buen Vivir Fund (65%)**

#### a. Manage the administration of the Fund:

- i. Managing logistics and coordination for Buen Vivir Fund meetings, such as the bi-annual BVF Members Assembly Meetings and learning exchanges
  1. This includes calendaring, content collation, and distribution of meeting packets and maintaining impeccable records, notes, and transcripts of the meetings.
  2. Lead the coordination on all logistical planning and management for BVF Learning Exchanges and other events both virtual and in-person in the future;
- ii. Support fundraising strategies & process, including ensuring timely submissions of proposals & reports to funders, and keeping track of all deadlines on Salesforce and teams' calendars. Actively participate and support the investment fundraising process for BVF when it kicks off;
- iii. Support grantmaking administration work in collaboration with the Grants Manager,, including keeping track of disbursement timelines to ensure smooth process of grant disbursements to BVF Members;
- iv. Managing timely and accurate processing of BVF expenses, ensuring timely payments to all BVF consultants & other service providers and obtaining appropriate approvals;
- v. Support the annual budgeting process for BVF to ensure accurate and timely submission of the budget to Thousand Current's Finance Team;
- vi. Maintaining an organized and effective data management, record-keeping, and documentation system that ensures the accuracy, timeliness, and integrity of all BVF data, including of all financial, legal, members information/updates; and
- vii. Support Finance in audit and tax filing information requests.

#### b. Support BVF investment and loan management:

- i. Manage BVF investment and loan processing, including keeping track of all disbursements according to agreed upon timelines;

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- ii. Working alongside the Buen Vivir Fund Director to ensure smooth coordination of the due diligence process for new investments including drafting Investment Memorandums for evaluation by the BVF Members Assembly;
- iii. For existing investments: support the Member “Accompaniment Process” that builds and strengthens relationships with BVF Members. This includes coordinating the quarterly check ins with Members to gather project updates, learnings, buen vivir returns, and Partner needs;
- iv. For new investments: assist in the process of onboarding, including preparing/ executing legal documents, supporting new members in their integration; and
- v. Ensuring all financial updates, projects progress and member updates are captured accurately and in a timely manner into our worksheets and databases.

## **2. Assist in implementing the learning and experimenting strategy for the Buen Vivir Fund (25%):**

- a. Support the process of taking inventory and keeping track of the knowledge/skills of all Members in BVF, including keeping track of Members' areas of interests, emerging themes, and Members' capacity to participate in meetings, conversations, webinars, and conferences;
- b. Assist in the systematizing, consolidating and synthesizing the content (around how we are changing and building a different economy) to feed into BVF content production work;
- c. Assist in the building of a database of content for BVF and the production of content both written and events, including organizing and convening of virtual and in person events to share our learning and content; and
- d. Support the Buen Vivir Fund Director in the continuous process of refining the tools, methodologies, work flows, and systems improvement of the Fund, as required.

## **3. Participate in organization-wide learning, cross-program partnership and administrative effectiveness (10%)**

Along with all other staff, this position contributes to Thousand Currents' culture of service, entrepreneurship, teamwork and continuous learning and

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does what it takes to ensure that Thousand Currents' staff collaborate and support each other within and across programs and excel in an environment where every member takes care of their own basic administrative needs. This includes but is not limited to:

- **Showing up fully for learning and planning activities**, including staff meetings, retreats, training, planning and strategy sessions.
- **Pitching in when needed for organization-wide activities**, such as the Academy, annual events, fundraising drives, partner visits, other special projects that build community.
- **Managing our own regular administration**, including timely submission of receipts, reimbursement requests, scheduling, travel planning, filing HR paperwork etc.

**Note:** Thousand Currents is committed to responding flexibly to changing circumstances and priorities which means that the expectations of every position are dynamic and may shift. This description reflects the assignment of essential functions, but does not prescribe or restrict the tasks that may be assigned.

## **Key Skills and Experience:**

- A minimum of **five years** of work history in project management and administration **Excellent writing and editing skills, with an eye for detail.** Experience writing proposals/ grants a plus.
- **Tech and financially proficient;** comfortable developing tools and administrative systems to accommodate a virtual work environment. Proficiency and experience with Salesforce, bill.com, and other cloud based financial applications highly preferred. Comfortable working with data, numbers, familiar with reading/ analyzing financial statements, and ideally with prior relevant work experience in similar roles, A high degree of proficiency in the Microsoft Office suite of programs and Mac environment;
- **A stickler for details** with a keen attention to detail, commitment to maintaining internal controls, and determination to provide colleagues, funders, partners with responsive and accurate service;

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- Excellent **organizational and time management skills**, comfortable and confident working independently and remotely as well as part of a team in a collaborative environment.
- **Resourceful and creative** with a can-do attitude, a sense of humor, and the ability to work successfully and independently in a fast-paced nonprofit with staff some of whom will be working alongside and some virtually in locations across the U.S. and internationally.
- **Knowledge of solidarity economics** (or alternative economic models), impact investing, grassroots led-initiatives a plus.
- **Fluency in written and spoken Spanish** is a requirement for this position.

## **EDUCATION AND EXPERIENCE:**

Bachelor's Degree or equivalent experience in a relevant field; Minimum 5 years' of experience in administration, portfolio or program management, middle office or back office finance and/or other relevant work. Experience in two or more of these fields: investment, finance, philanthropy, social justice work, and/or non-profit management.

**PHYSICAL REQUIREMENTS:** The physical demands of this position are light with the expectation that the staff person can exert up to 20 lbs. of force occasionally, and/or up to 10 lbs. of force frequently, and/or a negligible amount of force constantly to move objects. Light work usually requires walking or standing to a significant degree. Physical demands are in excess of those of sedentary work. The position requires frequent computer use at a workstation. As Thousand Currents' staff work in a number of locations and come together for meetings on occasion, all staff must be able to travel by car and plane to meetings. Thousand Currents will make reasonable accommodations in compliance with the Americans with Disabilities Act of 1990. This job description and its physical requirements will be reviewed periodically as duties and responsibilities change with business necessity. Essential and marginal job functions are subject to modification.

**EQUAL EMPLOYMENT OPPORTUNITY:** Thousand Currents is an equal opportunity employer. We strongly encourage and seek applications from women, people of color, and bilingual and bicultural individuals, as well as members of the lesbian,

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gay, bisexual, and transgender communities. Applicants shall not be discriminated against because of race, religion, sex, national origin, ethnicity, age, disability, political affiliation, sexual orientation, gender identity, color, marital status, or medical condition including acquired immune deficiency syndrome (AIDS) and AIDS-related conditions.

## **HOW TO APPLY:**

Please submit a cover letter, maximum of one page, and resume to [jobs@thousandcurrents.org](mailto:jobs@thousandcurrents.org) with "BVF Manager" in the subject line by October 30, 2020. The ideal start date for this work is December 1, 2020.

Due to the volume of applications we will only contact applicants that have been moved to interview rounds.