



## **The Overbrook Foundation**

**Job Title:** Special Assistant to the President

**Location:** The Overbrook Foundation; New York, NY

**Reporting Line:** President

### **The Overbrook Foundation:**

The Overbrook Foundation (the “Foundation”) is a family foundation that supports organizations advancing human rights and conserving the natural environment. Founded in 1948, the Foundation has a fourteen-member Board of Directors and a professional staff of seven. The Foundation awarded approximately \$10 million in grants in 2025.

### **Position Overview:**

Based in NYC and able to work in person at the Foundation’s offices in Midtown four days most weeks, the Special Assistant supports the Foundation’s President, and staff in all areas of activity, including but not limited to scheduling, correspondence, office management, communications, grants management, events, some research and writing, and the general administrative operations of the Foundation. The Special Assistant also spends about 20% of their time providing administrative support for the Foundation’s environmental grant-making, working in close coordination with the Foundation’s Environment team.

The majority of the Special Assistant’s work is comprised of administrative functions, most of which will be in support of the Foundation’s President. An independent problem-solver, the Special Assistant can receive a general description of a task that needs to be completed and can identify and execute on the different steps that need to be taken, navigating challenges to bring the project to completion. Collegial, professional, and with a sense of humor, the Special Assistant, as a key member of a small team, is ready to take on a variety of assignments as needed and happy to lend a hand with all manner of work. The Special Assistant will regularly interface with members of the Foundation’s Board and will support the Board’s engagement and participation with Foundation activities. The Special Assistant will take a key role in managing the Foundation’s social media accounts and will assist the President with external and internal communications.

An excellent, confident and detail-oriented writer, the Special Assistant is able to produce a wide array of documents, from minutes to research memos, to external correspondences, with minimal revision required from others, and provides incisive and detailed proof-reading and copy-editing support to their colleagues. Analytical and organized, the Special Assistant will perform research for the Foundation and distill complicated topics into digestible takeaways by harnessing their powers as an effective communicator and through their mastery of Word, Excel, and PowerPoint.

---

### **Responsibilities:**

#### **In Support of the Office of the President**



## **The Overbrook Foundation**

- Proactively manage and support the meeting schedule and general calendar of the President and key stakeholders
- Prepare and distribute correspondences, including memos, emails, letters, etc. for President and select staff.
- Draft content for website, reports, research papers, and a variety of internal and externally facing documents and presentations
- Assist in managing the Foundation's social media and external facing communications
- Provide copy-writing and proof-reading services to President, colleagues, and Board members
- Schedule and coordinate in-person and remote staff, Board, committee, and other meetings utilizing Outlook, Zoom, and other tools as appropriate
- Prepare and distribute agendas, minutes, PowerPoint decks, and other materials (in collaboration with colleagues as needed) for staff, Board, committee, and other meetings
- Play a coordinating and supporting role in arranging and executing all aspects of events, including Board meetings, Board retreats, celebratory events, conferences, symposia, etc.
- Arrange travel for the President, including making and managing transport and hotel bookings
- Research topics important to the Foundation and be able to distill that research into easy-to-communicate conversations and materials
- Support grant-making activities with data entry, filing, correspondence, and other tasks as needed
- Provide general office support including maintaining common areas, ordering and managing supplies and equipment, interfacing with office vendors, opening and closing, and other tasks as needed

### **In Support of the Lead Environmental Advisor**

- Coordinate the Environment grantee meetings calendar and schedule meetings for existing grantees and prospects
- Prepare and distribute agendas, minutes, PowerPoint decks, and other materials (in collaboration with Lead Environmental Advisor as needed) for meetings and other events
- Prepare and distribute correspondences including memos, emails, letters, etc., for Lead Environmental Advisor
- Other administrative tasks as needed for the Environment program

### **Qualifications:**

- Demonstrated interest in the Foundation's core program areas of the environment, American democracy and protecting reproductive health, rights, and justice
- Minimum two years of paid work experience, ideally in a special/executive assistant capacity, and preferably in the nonprofit, government or philanthropic sector
- Strong proficiency in the use of Google Suite, Zoom, and Microsoft Office computer applications, including Outlook, Word, Excel, and Powerpoint
- Ability to structure documents clearly and concisely to communicate key points to a variety of audiences



## **The Overbrook Foundation**

- Desire to work as a part of a highly collaborative, small team and eagerness to take on all manner of tasks to help a small office run effectively
- Willingness to be flexible and adapt to changes in the needs of the Foundation's various initiatives
- Strong writing, proof-reading, copy-writing, and analytical skills
- Proactive, curious, independent, and eager and able to solve problems and manage multiple complex projects simultaneously
- Sense of humor, positive attitude, and a strong moral compass

### **Salary and Benefits:**

The Overbrook Foundation offers a competitive salary and benefits package, including a generous 401k plan, health, and dental insurance. Salary range for this position is \$70,000 - \$80,000, dependent on qualifications and expertise. This position is based in New York City and will require 4 days in the office and one day remote most weeks.

### **How to Apply:**

Interested applicants should email a resume and cover letter to [humanresources@overbrook.org](mailto:humanresources@overbrook.org). Please include "Special Assistant – YOUR NAME" in the subject line. In your short cover letter, please address why you are interested in working at The Overbrook Foundation. The application deadline is January 31, 2026. Due to a large volume of requests, we will not be able to confirm that we received your application. No phone calls please.

We are an Equal Opportunity Employer. All qualified applicants will receive consideration for employment. We value a diverse and inclusive workplace and encourage candidates from underrepresented communities, including BIPOC individuals, to apply. Applicants who need a reasonable accommodation during the hiring process may contact us. Thank you in advance for your interest and work on this application.