

Earth Fund Program Assistant

Job Number: 4032

Date Posted: 12/02/05

Functional Area: Blaine, MN

Team Leader: Exec Director Environmental Sustainability

Hours: Full Time

****Internal Posting Period: 12/2/05-12/10/05****

Position Purpose: Aveda is seeking a colleague to assist in the successful management and communication responsibilities of the Aveda Earth Fund Program. This person is responsible for the daily management and successful implementation of the Company's national and international donation programs. S/he coordinates all aspects of the program, including: preliminary grant screening, grant investigation, implementation of non-cash services, employee volunteer program and creation of the employee community service program. S/he will assist the Executive Director Environmental Sustainability with research on relevant issues and the development and implementation of corporate charitable campaigns and programs. S/he will communicate regularly with Aveda's New Media, Global Communications and Marketing teams related to the program's goals, successes and areas of public interest surrounding the Company's philanthropic efforts.

Description of Duties:

Leadership Responsibilities: Responsible for maintaining and fostering a high level of focus on and awareness of the Company's core values and how they relate to the philanthropy programs. Provide Executive Director with research summaries on complex environmental issues. Provide annual analysis of issues to Marketing and PR teams to successfully create and implement the company's yearly Earth Month campaign. Ensure that grants, non-cash services, product donations and employee campaigns reflect the philosophy of the Company. Perform quantitative and qualitative research for the Company's broader philanthropy efforts and ensure that such initiatives are in line with the strategic goals of the Company and its branding initiatives. Serve as a spokesperson and advocate for the Earth Fund Program.

Administrative Responsibilities: Handle incoming phone calls/e-mails from grant seekers and answer questions about the Earth Fund program guidelines and funding priorities while ensuring the highest quality customer service to all customers. Schedule and coordinate phone calls, meetings and other day-to-day administration of the Earth Fund Program. Track and report the grant program's efforts and results by producing an annual report and providing regular updates for Aveda.com, newsletters, educators and other internal and external marketing opportunities. Manage the program's annual grant list, grantee reports, grant payments, and budget tracking. Track and review incoming letters of inquiry and proposals, and process grant awards and declines. Periodically conduct due diligence of organizations and/or issues. May require participating in meetings and/or phone calls with organizations and foundations. Create and maintain communication tools for the Aveda network to maximize local giving and service opportunities.

Intra-Company Responsibilities: Manage and develop the employees' understanding of the Company's philanthropic programs through activism and outreach. Work with other departments in the Company and independent distributors to encourage and support social and environmental activism and involvement. Foster staff's general understanding of the Company's funding parameters, general social and environmental activism, and the general state of the environmental movement.

Physical Requirements: Must be able to sit for extended periods of time. Ability to look at a computer screen for extended periods of time. Ability to maintain a composed and professional demeanor within a flexible (and at times noisy) work environment. Able to lift twenty pounds on a regular basis.

Minimum Education and Experience:

Education: Four year degree in Environmental Studies, Nonprofit Management or equivalent preferred.

Experience: Minimum four years experience (preferably in a nonprofit organization) working on social and/or environmental issues including responsibility for campaign development, research, proposal writing, reporting and project implementation. Excellent analytical thinking, writing, speaking and editing skills that provide effective communication to diverse audiences and program participants. Understanding of political process and shaping of public policy by community organizations, businesses and individual activists. Demonstrated ability to handle controversial issues diplomatically and with professionalism within a business setting. Proficiency in Microsoft Office Programs and willingness to become proficient in new computer software programs. Comfortable with team-based work structure; ability to demonstrate flexibility on the job; self-starter who is conscientious and provides complete follow-through in areas of responsibility and has a strong work ethic. Demonstrated experience with increasing responsibilities as a project leader. An interest in environmental issues/policy is preferred.

We offer a competitive wage, bonus and excellent benefits. Due to our commitment to the environment, we hire individuals who share this same respect. Aveda is an equal opportunity employer M/F/D/V.

Send resume to: Aveda Human Resources

E-Mail: jobs@aveda.com or fax to 763-783-6850