

**JUST  
TRANSITION  
FUND**



**Federal Access Center Program Associate  
Remote – USA\***

*\*Preferred Candidate Location: A community in which the JTF works.*



# JUST TRANSITION FUND



## About Us

**The Just Transition Fund** is on a mission to create opportunity for the communities hardest hit by the coal industry's decline. They help build resilient communities by promoting equitable, inclusive, and low-carbon practices, resulting in positive results for the cities they serve.

As a grantmaker, convener, and catalyst, The Just Transition Fund supports local innovators and community advocates in building diverse and resilient economies and helps transition them toward a prosperous future away from the coal industry.

From the Navajo Nation to Appalachia, The Just Transition Fund is there to supply direct transitional support and help plan for a sustainable long-term financial future for both the individual and the community.



Resources



Grants



Federal Funding Support



## The Just Transition Fund History

The Just Transition Fund was established in the spring of 2015 by the Rockefeller Family and the Appalachia Funders Network with the support of six other foundation partners: Blue Moon Fund, the Chorus Foundation, the Hewlett Foundation, The JPB Foundation, The Mary Reynolds Babcock Foundation, and Mertz Gilmore Foundation.

The Fund was initially created to help local organizations secure funding through the POWER Initiative, the first federal program targeted to communities impacted by the changing coal economy. In the process, The Fund helped jumpstart the engagement of national philanthropy and showcased the innovative, ground-up ways that local communities are working to revitalize their local economies.

**Over the years, The Fund has evolved its approach to catalyze and support the national just transition movement more broadly while helping more communities tap into growing federal funding opportunities.**

JUST  
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FUND

Building resilient communities  
that are equitable, inclusive,  
and low-carbon.

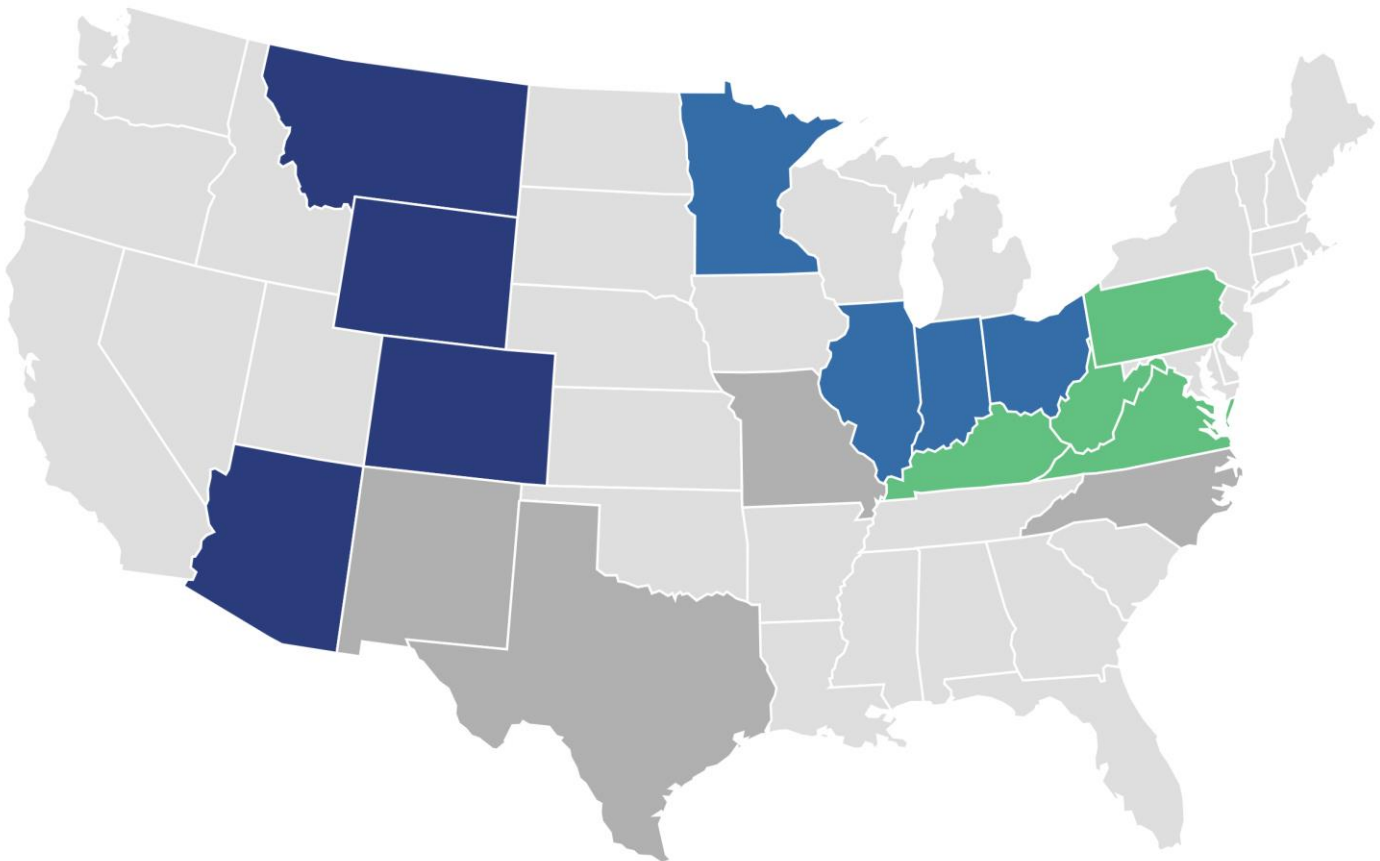


## Helping Major Coal-Affected Areas in the U.S.

### Where We Work

We focus on mining and power plant communities in major coal-affected areas of the United States. Within these regions, we prioritize support for communities experiencing the most distress, taking into account socioeconomic factors that make economic transition even more challenging.

-  The West
-  The Midwest
-  Appalachia
-  Under Consideration





## The Opportunity

The Just Transition Fund (JTF), a philanthropic initiative housed at Rockefeller Philanthropy Advisors, seeks a **Federal Access Center Program Associate** to support the programmatic and administrative needs of the Federal Access Center (FAC). The FAC is a one-stop resource hub providing grants and technical assistance to help coal communities secure public funding for local economic solutions. Time commitment is 40 hours per week, but additional hours are possible during certain periods, such as staff retreats and convenings. Some infrequent travel will be required, most often to Charlottesville, VA or Washington, DC.

The JTF offers a stimulating, fun, and fast-paced virtual work environment for someone interested in learning about philanthropy and energy and economic transition issues. We are a fully virtual team, with the Executive Director based in Charlottesville, VA, and other staff currently in Maryland, Mississippi, New York, North Carolina, and Virginia. Primary responsibilities include:

### Program Administrative Support

- ❖ Provide administrative support to the FAC team, including scheduling calls and meetings and managing email correspondence.
- ❖ Develop FAC team weekly meeting agendas, take meeting notes, and coordinate follow-up action items.
- ❖ Monitor requests for FAC support and screen for basic eligibility; respond or route internally as appropriate.
- ❖ Coordinate grantmaking administrative process, including managing proposal and report intake.
- ❖ Manage communications with FAC community partners related to grants management related issues and questions.
- ❖ Draft formal correspondence, including grant award letters and letters of support for grantees to use in their federal applications.
- ❖ Draft individual grant summaries and success stories.
- ❖ Coordinate visits to communities where the JTF works and support the planning of in-person convenings of JTF partners and stakeholders.
- ❖ Coordinate among JTF team members and programs as needed, such as working with the Impact and Evaluation team to monitor progress and supporting the Fundraising and Communications teams by organizing key programmatic information.
- ❖ Maintain detailed FAC records, ensuring that data is complete, accurate, and up-to-date.



## The Candidate

### Position Qualifications:

Qualified applicants must demonstrate:

- ❖ 2-3 years of professional experience.
- ❖ Bachelor's degree preferred.
- ❖ Exceptional attention to detail.
- ❖ Ability to take initiative and problem solve.
- ❖ Strong interpersonal and relationship management skills.
- ❖ Excellent written and verbal communication skills.
- ❖ Strong organizational and time management skills; ability to work independently on a variety of projects and competing priorities.
- ❖ Experience working on economic and/or energy transition or in a related field strongly preferred.
- ❖ Comfort with technology and a variety of softwares/apps, including Google Suite; familiarity with Airtable, Asana, Formstack, and/or Fluxx is a plus.

### Company Benefits:

- ❖ The Just Transition Fund offers a competitive compensation and benefits package including health/dental/vision coverage, retirement benefits with employer matching, and paid sick leave, vacation and holidays.

### Location:

- ❖ This position is Remote – US; However, preferred candidates will be located in a community in which the JTF works. Please view those locations on page 4 or visit the website at <https://justtransitionfund.org/>

# JUST TRANSITION FUND

Applications should be submitted at  
<https://waterstonehc.com/driwaterstonehc/position/just-transition-fund-program-assoc/>

Doug Trout is leading this search for DRiWaterstone.  
Please contact [trout@driwaterstonehc.com](mailto:trout@driwaterstonehc.com)

All first-round interviews for this position will take place via video conference with DRiWaterstoneHC.

DRiWaterstone is women founded and led executive search firm recognized by Forbes magazine as one of the leading executive recruiting firms in the U.S. With a focus on purpose and mission-driven organizations, we provide executive search and strategic consulting services to help regional, national, and international clients grow, thrive, and excel.

**Compensation:**

Pay range: \$55,000 - \$70,000 salary per year. The range listed is one component of the total compensation package for employees.

**Equal Opportunity Employer:**

*The Just Transition Fund is committed to providing Equal Employment Opportunity and to maintaining an equitable and inclusive working environment. Employment, compensation, and promotional opportunities are based upon individual capabilities and qualifications without discrimination because of race, color, religion/creed, ethnicity, gender, sexual orientation, age, national origin, marital status, medical conditions, pregnancy, disability, veteran status, or any other characteristic protected under law.*