

Upstart Co-Lab Program Assistant

Upstart Co-Lab is disrupting how creativity is funded by connecting the \$12 trillion of socially responsible and impact investing capital in the U.S. to the \$878 billion U.S. creative economy. Since 2016, Upstart Co-Lab has framed the creative economy as an impact investing priority, and garnered international attention for impact investing in the creative economy.

Recognized as the sector leader, Upstart Co-Lab has mobilized a Member Community of foundations, endowed cultural institutions and donor advised funds can to invest in funds, businesses and real estate driving social and environmental impact through the creative economy.

Upstart Co-Lab also works with strategic partners to originate new investment vehicles including a working capital fund for global artisan businesses, and a national fund supporting creative places and creative businesses in low income communities/Opportunity Zones.

Upstart's published research has shown that the creative economy offers investors impact value, commercial viability and an innovative edge; correlates with diversity, equity, inclusion; and is relevant in both developed and developing markets.

This position offers an introduction to the field of impact investing. The Program Assistant is a key member of the Upstart Co-Lab team, working across all key initiatives including: the Member Community; Upstart's proprietary pipeline of 150 creative economy impact investment opportunities; ongoing research and thought leadership on topics related to community development, ethical fashion and sustainable food; special events and convenings; and foundation grants management. Specific responsibilities include:

- maintain pipeline of investment opportunities
- staff special events including invitations, RSVPs and on-site event support
- special projects as required including grants writing, research, presentation design
- maintain external website, internal electronic archive and office guide
- maintain CRM database
- manage scheduling for Founding Partner and team
- manage travel for Founding Partner
- manage accounts payable and reimbursements

This is a full-time, non-exempt position with an annual salary of \$45,000 plus benefits including 6 weeks vacation. Upstart offers a start-up environment with opportunities for significant learning and responsibility. This position is in Upstart Co-Lab's office in New York City. Please email a resume to Sarah Lang (sarahlang@upstartco-lab.org).

Start date is July 6, 2020. Applicants must be legally authorized to work in the United States. A bachelors degree is required, 2-3 years work experience is preferred.

Upstart Co-Lab is a sponsored project of Rockefeller Philanthropy Advisors. RPA is an equal opportunity employer.