

# ILLUMEN CAPITAL

Executive Assistant  
Oakland, CA



## ***FIRM OVERVIEW***

Illumen Capital is the world's first private investment fund of funds focused on reducing implicit bias. Our unique approach applies pioneering research through our partnership with Stanford University to help the fund managers in whom we invest in see past bias to achieve greater impact and financial returns. We target investments spanning four impact sectors: education technology, health and wellness, sustainability, and financial inclusion.

## ***FIRM LEADERSHIP***

Illumen Capital is led by Daryn Dodson, Founder and Managing Director. Previously, Daryn led impact private equity investing at the Calvert Funds as a special consultant to the Board of Directors. Calvert is a \$12 billion family of mutual funds that pioneered the socially responsible investing field and has a private equity portfolio of over forty impact funds and forty direct impact investments. Daryn also serves on the Board of Ben & Jerry's and chairs its Social Audit Committee, which measures the company's social impact globally in 35 countries. Daryn earned an MBA from the Stanford Graduate School of Business, where he is a member of the Dean's Management Board, and an AB in Public Policy from Duke University.

## ***POSITION OVERVIEW***

This role will require interaction with every member of the team. This position will be pivotal in coordinating the day to day activities as well as the operations of the office. Our ideal candidate is a creative, dynamic, professional team player with a good sense of humor who handles pressure well and excels maintaining order and making progress simultaneously on multiple fronts.

This is a full-time position (40 hours per week) based in Oakland, CA.

## ***PRIMARY RESPONSIBILITIES***

- Strategically manage complex meeting schedules across multiple time zones, primarily for Managing Director, Daryn Dodson
- Maintain contacts and Illumen Capital's CRM, with ability to handle confidential information with discretion
- Arrange travel for all team members
- Advise executive of time sensitive and priority issues
- Prepare expense reports and manage office supply inventory
- Coordinate company functions such as internal events, annual Limited Partner meetings, and fundraising events
- Liaise with Illumen Capital's professional service providers including but not limited to accounting, tax, fund administration, and legal.

## ***DESIRED QUALIFICATIONS***

You are mission driven, action oriented, and a team player who thrives in a fast-paced work environment. You're looking for a role where you can use those traits to make a real difference in the world by helping to revolutionize investment practices that will change the way capital is allocated. If that sounds like you, the Illumen Capital team is eager to meet you.

- **Experience.** You have a minimum of 2-3 years working as an executive assistant or comparable role. You may have experience working with Copper (formerly known as ProsperWorks) or another CRM, which would be valuable but is not required.
- **Action-Oriented.** You are excited to take ownership of doing whatever it takes to support a world class impact investing firm. You are self-motivated and comfortable taking on new tasks or projects with little direction and adjusting course quickly under tight deadlines.
- **Shared Values.** You are passionate about making a positive impact in the world, especially as it relates to racial and gender equity.
- **Adaptive Communicator.** You communicate in written and oral forms with clarity and conciseness. You exude a strong quality of presence when communicating with people at all levels of organizations, both internally and externally.

## ***TO APPLY***

Interested applicants should submit a resume, cover letter, and relevant writing sample to [careers@illumencapital.com](mailto:careers@illumencapital.com). We look forward to reviewing your application!

## **We are an equal opportunity employer.**

Illumen Capital is committed to equal employment opportunity for all employees and to providing employees with a work environment free of discrimination and harassment. All employment decisions at Illumen Capital are based on business needs, job requirements and individual qualifications, without regard to race, color, religion or belief, family or parental status, or any other status protected by the laws or regulations in the locations where we operate. Illumen Capital will not tolerate discrimination or harassment based on any of these characteristics.