



## Small Planet Institute Manager

### Job Description for sharing

The [Small Planet Institute](#) (SPI) is seeking a dynamic and resourceful leader who shares our organization's mission to serve as the Institute Manager. This is an opportunity to work at the center of a small organization doing groundbreaking work on hunger, poverty, and Living Democracy. The Small Planet Institute was founded in 2001 by Frances Moore Lappé and her daughter Anna Lappé. Our Harvard Square office is co-located with [Ecologic Development Fund](#).

The Institute Manager is responsible for overall administration and management of Small Planet and works closely with Frances Moore Lappé on a daily basis. S/he will have the energy to keep up with a fast-paced environment, the flexibility to work on a wide variety of assignments, and superb interpersonal skills. Individuals looking for a long-term career opportunity are encouraged to apply. This is not an entry level position (we have summer internships posted here for those interested in joining us who may not yet be qualified for this position).

Highlights of what 2015 and beyond holds for SPI include the publishing of [World Hunger: 10 Myths](#) and corresponding book tour and the inception of a new book centered around stories illustrating the arts of democracy in action.

#### **Responsibilities of this full-time position include:**

##### **1) Executive and Administrative:**

- a. Supports Frances Moore Lappé by managing schedule, travel, and personal communications; helping in fulfilling a wide variety of requests and obligations
- b. Engages in everything from strategic planning to impromptu brainstorming sessions
- c. Development and upkeep of institutional memory (manuals, job descriptions, ideas)

##### **2) Team building**

- a. Recruitment and selection of interns, volunteers, and staff
- b. Orientation and training of all team members as well as ongoing support, direction, and feedback
- c. Creation of a space that facilitates exchange, values ideas, and brings out the best in our team (team meetings, professional development, outings, etc.)

### 3) Outreach and communications

- a. **Events:** arranges all interviews, speaking engagements, and other requests for Frances Moore Lappé. Responsible for contract negotiation, planning logistics, and long-term relationship management
- b. **Web presence:** Ability to create and edit content for SPI websites, oversee social media accounts, understand and benefit from analytics, interface with AdWords, manage domain names, and liaise with design, development, and IT contractors
- c. **Communications:** responsible for multiple email accounts, announcements, external collaborations, and internal dissemination of information. Excels at word-smithing, editing and fact-checking
- d. **Outreach:** Develops and implements strategies on promotion of Institute's work including overseeing outreach to academia, growing our e-list, periodically working with publicists, seeing through the production of SPI materials

### 4) Financial and Physical

- a. **Office management:** record keeping, including required document filings for non-profits, maintaining and developing administrative systems to improve efficiency, responsible for Small Planet equipment, supplies, and space
- b. **Financial transactions and records:** Develops and manages the budget. Oversees all aspects of bookkeeping, including invoicing and deposits

#### Qualifications:

- Demonstrated commitment to SPI's mission and goals
- 3+ years of successful experience in a similar role  
High level of energy and enthusiasm
- Incredibly resourceful and solutions oriented  
Excellent communication skills –written, oral, promotional, personal, and analytical
- Proficiency with Microsoft Word, Excel, PowerPoint, and html
- Familiarity with QuickBooks and Adobe Suite
- Graduate degree preferred, but equivalent experience considered

Our compensation package will be based on the qualifications of the candidate. SPI is an equal opportunity employer. Applications will be considered on a rolling basis. Please feel free to call our office 617-871-6609 with any questions. [Apply online](#) soon as applications will be considered on a rolling basis.