



Position Announcement

Position Title: **Learning and Impact Associate**
Status: **Full-Time**
Location: **Greenville, South Carolina**
Application Deadline: **March 7, 2025**

Who We Are

An extraordinarily private individual, John D. Hollingsworth, Jr. established Hollingsworth Funds, a type-1 supporting organization, in 1976 as a means to provide support to the people of his adopted hometown. Upon his death in 2000, the bulk of his self-made textile and real estate fortune passed to Hollingsworth Funds. Under provisions of the trust documents, 45% of the annual distributions are designated to Furman University, 10% to the YMCA of Greenville and 45% to a class of organizations described as any 501(c)3 public charity benefitting Greenville County.

Since then, Hollingsworth Funds has evolved into a place-based investor focused on the intersection of growth and opportunity in our community. Our vision is a vibrant, just, and inclusive Greenville where equitable opportunities exist for all to advance and thrive. This means finding ways for everyone to have career pathways that pay a living wage. We are focused on the barriers and pathways to the education to career pipeline so that students graduate high school prepared for college and career; attain a post-secondary credential; and access great jobs that keep them here. We also want to see more people live in housing that they can afford and with access to reliable and efficient ways to get around – both of which make it easier for people to stay on track and make their best life here.

As a catalyst, convener, collaborator, advocate, and leader, Hollingsworth Funds' role extends far beyond grantmaking. We are committed to working in partnership with others in Greenville to leverage our collective power to change the systems that hold people back by deploying all forms of our capital – social, moral, intellectual, reputational, and financial. At Hollingsworth Funds, we believe we can make the most of our community's remarkable growth to benefit us all.

For more information, please visit www.hollingsworthfunds.org.

Whom We Seek

The Learning and Impact Associate will be an adaptive, collaborative, and detail-oriented thought-partner for the Director of Learning, who is inspired by the vision, mission, and values of Hollingsworth Funds. Successful candidates will be proactive, communicative, and appreciate an iterative environment. This position requires a flexible individual with an ability to synthesize information learned from various sources (grantees, the community, partners, etc.) to influence the strategy and direction of the organization.

Position Summary

Reporting to the Director of Learning, the Learning and Impact Associate will play a key role in advancing the organization's mission by supporting learning and impact, communications, project management, and grants administration.

Primary Responsibilities

Learning and Impact

- ✓ Collaborate across the enterprise to foster a culture of learning and continuous improvement
- ✓ Assist in developing and implementing strategies to measure and communicate the impact of our work
- ✓ Assist with enterprise culture, awareness and alignment activities through all-staff learning opportunities

Communications

- ✓ Contribute to the development and dissemination of compelling communications materials, including website content, social media posts, and newsletters.

Data

- ✓ Assist with research and data needs

Project Management

- ✓ Provide administrative and logistical support for projects and initiatives within the Community Investments team.
- ✓ Assist with project planning, scheduling, and tracking, ensuring projects stay on track

Grants Management

- ✓ Support the grants management process, including management of the grants platform and financial management

Operational Support

- ✓ Provide administrative support, including scheduling meetings, coordinating travel, and managing internal communications
- ✓ Provide special project and other support, as needed

Ideal Skills & Experience

The Learning and Impact Associate will possess a mix of the following skills and experience:

- ✓ Strong organization skills and logistical know-how
- ✓ Demonstrated project management skills including the ability to effectively manage time, meet multiple competing deadlines, set realistic goals and objectives, and maintain a positive attitude in an iterative environment
- ✓ Flexible and approachable style with an ability to adapt to shifting priorities
- ✓ Strong analytical and problem-solving skills

- ✓ Holds a drive for critical and creative thinking, comfort asking questions and making suggestions, and brings an eye for continuous improvement and learning
- ✓ Strong computer and office software, communication, and database management skills

Personal Characteristics

The Learning and Impact Associate will possess a mix of the following characteristics:

- ✓ An individual who believes strongly in the vision, mission, and values of Hollingsworth Funds
- ✓ Eager and able to learn, understand and work on a broad array of projects; reflective, with strong conceptual, critical, and creative thinking abilities
- ✓ Professional with a demeanor demonstrating empathy, humility, respect, judgment, cultural sensitivity and flexibility to represent Funds across different forums and organizational relationships
- ✓ Detail-oriented who is comfortable “behind the scenes,” providing support to ensure everything is running smoothly
- ✓ Proactive, self-motivated, and team-oriented work style
- ✓ A “doer” with a willingness to work hands-on in developing and executing a variety of organizational priorities; productive and results-oriented

Compensation

Starting Salary: \$60,000. Hollingsworth Funds offers a competitive benefits package including health insurance, retirement benefits, and paid vacation and holidays.

Application Process

Interested candidates should submit a resume and cover letter addressed to Katy Sides, Director of Learning at hr@hollingsworthfunds.org. Resume and cover letter must be received by March 7, 2025. We will not consider any candidate without a cover letter. In your cover letter please address the following questions. 1) What appeals to you about working at Hollingsworth Funds? 2) Why are you a good fit for this position?

We anticipate conducting one initial phone interview with selected candidates followed by up to two in-person interviews before making an offer on or before April 20, 2025. Candidates will be notified via email of our acceptance or decline to schedule an initial phone interview on or before March 10.