



## **Executive Assistant**

### **SUMMARY:**

The Executive Assistant performs a variety of administrative and staff support duties and reports directly to the President & CEO of the Foundation. This position requires a range of high-level office skills and the knowledge, judgment, and ability to implement organizational policies and procedures.

### **DUTIES AND RESPONSIBILITIES:**

1. Manages the busy schedule of the President & CEO, including meetings involving travel.
2. Manages travel arrangements and itineraries for the CEO and other staff when traveling.
3. Monitors the CEO's email to handle basic correspondence and flag items requiring further attention, including attention from other staff.
4. Updates the CEO's and the organization's contact databases as directed.
5. Maintains the organization of the CEO's files, ongoing projects, contacts, and office environment.
6. Coordinates with front-desk staff to greet and direct the CEO's incoming appointments at the office.
7. Operates personal computer to compose and edit correspondence based on verbal direction, or from knowledge of established department/division policies; may prepare, compose, type, and edit.
8. Assists in the processing of incoming gifts. Uses mail merge to prepare thank you letters for donors and grant distribution letters. Assists in reviewing all gift and grant letters for accuracy.
9. Assists in maintaining inventory of all business stationery and supplies, and requisitioning supplies, printing, maintenance, and other services for office equipment.
10. As needed, performs a range of staff and/or operational support activities for the office, collaborating with fellow Foundation staff in the resolution of day-to-day administrative and operational problems.
11. Performs miscellaneous job-related duties as assigned.

### **KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED:**

- Strong organizing and coordinating skills.
- Professional speaking and personal interaction skills when communicating with valued donors, community partners, vendors, and dignitaries in a fast-paced work environment.
- Mastery of email and calendar management software (Outlook).
- Strong ability to book travel arrangements and make changes when necessary.
- Ability to create, compose, and edit written materials.

- Ability to dress in a business professional manner.
- Excellent use of spoken and written English.
- Database management skills.
- Ability to greet and host waiting guests.
- Ability to analyze and solve problems, and make administrative/procedural decisions and judgments.
- Knowledge of supplies, equipment, and/or services ordering and inventory control.
- Ability to record and transcribe meeting minutes.

#### **DISTINGUISHING CHARACTERISTICS:**

This position requires an articulate, professional, and well-mannered individual able to multi-task throughout the day and maintain a calm, organized, and clean working environment. This position requires someone who is able to troubleshoot, analyze, and problem-solve by seeing the big picture and apply what he/she has learned to future projects. This position requires someone who can interact with the public, answer questions, maintain a professional appearance, and use wisdom and discretion in all interactions with the public. This position requires someone who can maintain a positive appearance and attitude throughout the work day.

#### **MINIMUM JOB REQUIREMENTS:**

High school diploma/GED and some college required. BA or BS preferred but can be satisfied with professional experience beyond minimum requirements. At least 3 years of experience that is directly related to the duties and responsibilities specified.

#### **COMPENSATION:**

Depending on experience. The Central Valley Community Foundation offers a competitive benefits package for full-time employees, including this position.

#### **TO APPLY:**

Please send a cover letter and resume to Elliott Balch, Chief Operating Officer, at [elliott@centralvalleycf.org](mailto:elliott@centralvalleycf.org).

**Central Valley Community Foundation**

**Executive Assistant**

Exempt position

Salary depending on experience

Full-time, 40 hours per week, M – F

Benefits beginning first of month after 30 days of employment:

Medical Coverage for employee

Dental Coverage for employee

Vision Coverage for employee

Flexible Spending Account

403(b) Plan 5% Contribution

Life Insurance

Employee Assistance Program

Vacation – starting at three weeks per year

Holidays – 10.5 days per year

Sick leave – accumulate 1 day per month