



## POSITION DESCRIPTION

Position Title	Department	Reports to
Executive Assistant	Office of the President	President and CEO
Employment Classification		Work Environment
<input type="checkbox"/> Temporary <input checked="" type="checkbox"/> Full-Time <input type="checkbox"/> Part-Time	<input checked="" type="checkbox"/> Non-Exempt <input type="checkbox"/> Exempt	<input checked="" type="checkbox"/> In Person <input type="checkbox"/> Hybrid
Supports	Starting Salary Range	Revised Date
President and CEO, Board of Trustees and Senior Leadership Team as needed	\$59,000-\$62,000	April 2024

## ORGANIZATIONAL OVERVIEW

Grand Rapids Community Foundation leads Kent County in making positive, sustainable change. With its endowment, the Community Foundation supports local nonprofits, leads significant social change and helps donors achieve their philanthropic goals. Guided by our mission and North Star, we believe for West Michigan to grow and prosper, we must ensure that everyone can apply their talents and creativity to fuel our future. By connecting across perspectives and overcoming inequities, we can build and sustain an inclusive economy and thriving community.

## POSITION SUMMARY

The Executive Assistant provides high-level, comprehensive support to the Community Foundation's President and CEO. They will work closely with the President and CEO on all Community Foundation activities, including serving as a liaison to the Board of Trustees, Senior Leadership Team, community partners, volunteers and donor partners. The Executive Assistant is responsible for the coordination and efficient operation of the Office of the President administrative activities.

The Executive Assistant must be pro-active, creative and thrive working in a collaborative environment that is mission-driven, results-driven and community oriented. They will have a demonstrated ability to be flexible and adaptive while exercising strong judgement and exceptional attention to detail, all while multitasking to meet deadlines.

The Executive Assistant will have an extraordinary understanding and commitment to the Community Foundation's mission and North Star along with experience collaborating effectively with persons from various cultural, social and ethnic backgrounds. They will have a demonstrated ability to work in a collaborative setting, effectively communicate around sensitive issues, a highly developed cultural awareness and the ability to be an active listener.

## **ESSENTIAL FUNCTIONS AND RESPONSIBILITIES**

*The essential functions include, but are not limited to the following*

### **Executive Support**

- Provide high-level support to the President and CEO, including manage an active calendar, handle correspondence that at times may be confidential, monitor and ensure the advancement of priorities, collect, prepare and distribute information or documents for meetings, take meeting minutes.
- Keep the President and CEO informed of upcoming commitments and responsibilities, delegate or reprioritize conflicting demands and time pressures.
- Inform the President and CEO of any organizational or community concerns and issues that may need to be addressed by the President and CEO. Suggest appropriate course of action or response.
- Function as a liaison with Senior Leadership Team.
- As required, communicate directly, and on behalf of the President and CEO, with Board members, Senior Leadership Team, team members, community partners and others.
- Assist in creation and monitoring of department budget.
- Maintain the Community Foundation's National Standards accreditation.
- As required, facilitate special projects that may have organizational impact.

### **Board Support and Liaison**

- Function as the President and CEO's administrative liaison to the Board of Trustees and Executive Committee.
- Create and maintain the Board roster and terms, meeting packets, manuals and all necessary compliance forms.
- Primary administrator of the on-line board management software, BoardEffect. Includes train new committee members and trustees, maintain all information and ensure accessibility.
- Maintain discretion and confidentiality in all interactions
- Coordinate Board meetings and activities, including new member orientation, organize and distribute meeting materials and assist with board governance. Attend meetings and record minutes.

### **Senior Leadership Team Liaison**

- Participate as an adjunct member of the Senior Leadership Team including schedule meetings, attend meetings and record minutes.
- Coordinate meetings and activities, including organize and distribute meeting materials, assist with governance and follow up on tasks.

### **Communications, Partnerships and Outreach**

- Collaborates with the Strategic Communications Department to:
  - Maintain the President and CEO's bio and other background information.
  - Coordinate responses to requests for materials regarding the President and CEO and organization.
  - Prepare first drafts of select written communications for internal and external audiences.

## **Committee and Volunteer Coordination**

- Create and maintain committee and volunteer rosters, orientation information and all necessary compliance forms. Coordinate committee and volunteer orientations.
- Monitor terms of committee members and inform committee chair or responsible team member of upcoming expiring terms.
- Receive, review and determine type and amount of honorarium payment for Community Foundation committee members and presenters.

## **Other Support**

- In coordination with human resources, arrange activities around significant life events of team members. This includes sympathy cards, memorials, flowers, marriages, family additions and birthday cards from the President and CEO.
- Provide support for front desk coverage and other areas, as requested, by cross training with appropriate team members.
- Coordinate monthly Town Hall meetings and other team member meetings including, send out appointments, create and distribute agenda and assist with displaying presentations.

## **QUALIFICATIONS**

- Ability to oversee confidential information with discretion, adaptable to competing demands and demonstrate highest level of professionalism.
- Ability to establish and maintain respectful and inclusive relationships with a diverse network of individual, nonprofit and community partners in a culturally competent manner.
- Organizational skills that reflect ability to perform and prioritize multiple tasks seamlessly while maintaining attention to detail.
- Exceptional written and verbal communication skills.
- Ability to manage technology for in-person and virtual meetings including displaying presentations and screen sharing.
- Proactive approach to problem solving and decision-making. Asking for clarification when necessary.
- Advanced knowledge of word processing and spreadsheet programs.
- Ability to achieve high performance goals and meet multiple deadlines while working independently and collaboratively.
- Actively seeks improvement opportunities, proposes solutions and provides open and honest feedback.
- Passion to contribute to a work environment in which collaboration, trust, respect and honesty are valued.

## **EDUCATION and EXPERIENCE**

1. Bachelor's degree or equivalent combination of education, training and experience.
2. Minimum of five years experience supporting C-level executive(s), preferably in the community foundation or non-profit sector
3. Advanced knowledge of Microsoft Office (Outlook, Word, Excel and Power Point) and Adobe Acrobat

## **ORGANIZATIONAL COMPETENCIES**

All team members are required to uphold the values and vital behaviors of Grand Rapids Community Foundation.

- **Values:** Integrity, Excellence, Inclusion, Sustainability and Bold Aspirations
- **Vital Behaviors:** Give & Receive Openly, Trust Each Other, Meet People Where They Are and Embrace Vulnerability

Team members are required to comply with the policies, procedures, and safety programs of the Community Foundation as well as follow all state and federal laws and regulations, including but not limited to those related to donor rights, confidentiality, and the Health Insurance Portability and Accountability Act (HIPAA).

## **WORKING CONDITIONS**

1. Accomplish essential duties and responsibilities collaborating with team members in a hybrid office environment.
2. Communicate and exchange information accurately and timely through in-person and virtual interaction.
3. Remain in a stationary position at least 60% of the time.
4. Occasionally move about inside the office for meetings and to access files, printers, etc.
5. Routinely operate a computer and other office equipment.
6. Occasionally position self to access and maintain files in cabinets.
7. Occasionally move or lift items weighing up to twenty pounds.

## **OUR COMMITMENT**

Grand Rapids Community Foundation is an equal opportunity employer committed to hiring and retaining a diverse workforce. We support and comply with applicable state and federal laws prohibiting discrimination in the workplace.

Grand Rapids Community Foundation strives to actively demonstrate our commitment to diversity, equity, and inclusion and the pursuit of racial, social and economic justice in all aspects of our organizational culture and operations, internally and externally. It is the expectation that our team members, committees and Board of Trustees share this commitment and continuously work to deepen their understanding in these areas.