



Flourish with us as our Senior Executive Assistant!

Join our team of dedicated professionals in strengthening our community for current and future generations by helping people make a difference in the lives of all.

As the Senior Executive Assistant, you will work closely with and provide executive administrative support to the President and CEO. This person is responsible for completing administrative tasks, managing the President and CEO's calendar and email, and keeping them well informed and prepared for upcoming commitments, responsibilities, and issues. At times, communicates directly, and on behalf of the President and CEO, with board members, members, donors, Foundation team members, and others, on matters related to the President and CEO's programmatic initiatives. The position serves as a liaison to the board of directors and executive leadership team.

If you have at least seven years of administrative support experience, we want to hear from you! Executive administrative support experience and a degree are preferred. Please see the detailed job description below.

We have been certified since 2022 as a silver-level Employee Friendly Workplace by the Fox Cities Chamber of Commerce. This certification recognizes employers who demonstrate a significant commitment to promoting work/life integration by creating a positive work environment and experience for all employees.

We offer a flexible and hybrid working environment. Our team currently works in our office at 4455 W. Lawrence Street in Appleton, WI, or remotely in the Fox Valley area. In addition to a flexible working environment, it is important to us to offer a generous benefit package to our team members. Our current package includes dental, health, and vision insurance, 401(k), paid time off, paid volunteer hours, and professional development. The position is expected to work 40 hours per week. The starting pay is \$33.03 per hour. A start date no later than December 2024 is preferred.

We are excited to learn more about your experience! **Please submit your resume and cover letter to sharon@ergsearch.com using the following email subject line: Senior Executive Assistant.**



POSITION TITLE: Senior Executive Assistant

DEPARTMENT: President's Office

LOCATION: Community Foundation for the Fox Valley Region 4455 W Lawrence St.
Appleton, WI 54914

REPORTING TO: President and CEO

FLSA CLASSIFICATION (EXEMPT OR NON-EXEMPT): Non-Exempt

Classification: Full-Time Benefits Eligible

LAST UPDATED: October 29, 2024

POSITION SUMMARY

The **Senior Executive Assistant** is part of the Community Foundation's dedicated team of professionals who work together under the core values of integrity, respect, teamwork, stewardship, and diversity, equity, inclusion, & antiracism (DEIAR) to support the strategic direction and mission of the Foundation, strengthening our community for current and future generations by helping people make a difference in the lives of all.

The **Senior Executive Assistant** works closely with and provides executive administrative support to the President and CEO. This person is responsible for completing administrative tasks, managing the President and CEO's calendar and email, and keeping them well informed and prepared for upcoming commitments, responsibilities, and issues. At times, communicates directly, and on behalf of the President and CEO, with board members, members, donors, Foundation team members, and others, on matters related to the President and CEO's programmatic initiatives. The position serves as a liaison to the board of directors and executive leadership team.

ESSENTIAL DUTIES AND RESPONSIBILITIES

FUNDAMENTAL RESPONSIBILITIES

EXECUTIVE SUPPORT

- Completes a broad variety of administrative tasks for the President and CEO including managing an extremely active calendar of appointments, composing and preparing correspondence that is sometimes confidential, arranging travel, handling registration for meetings and conferences, coordinating and ordering catering as requested, preparing background research briefs as needed, and communicating with internal and external stakeholders on calendar-related items.
- Plans, coordinates, and ensures the President and CEO's schedule is followed and respected. Provides "gatekeeper" and "gateway" role, creating win-win situations for direct access to the CEO's time and office.
- Manages the executive's inbox, flagging urgent messages, filtering spam, and categorizing emails for easy retrieval, ensuring important information is promptly addressed and the executive can focus on high-priority tasks.
- Communicates directly, and on behalf of the President and CEO, with board members, members, donors, Foundation team members, and others, on matters related to the President and CEO's programmatic initiatives. Prepares correspondence and other material as requested - reviews outgoing materials and correspondence for accuracy and consistency, formats presentations, researches and compiles information, and develops reports as requested.



- Follows up on incoming issues and concerns addressed to the President and CEO, including those of a sensitive or confidential nature, as requested. Determines appropriate course of action, referral, or response.
- Provides a bridge for smooth communication between the President and CEO's office and internal departments, demonstrating leadership to maintain credibility, trust, and support with executive leadership staff.
- Works closely and effectively with the President and CEO to keep them well informed of upcoming commitments, responsibilities, and issues, following up appropriately.
- Prioritizes conflicting needs; handles matters expeditiously, proactively, and follows-through on projects to successful completion, often with deadline pressures.
- Primary organization liaison for the Foundation's National Standards accreditation.
- Notarizes documents on behalf of the Community Foundation.

Board Support and Liaison with Members Group

- Serves as the President and CEO's administrative liaison to the Foundation's Board of Directors, Executive and Governance Committees, and the Foundation's Members Group.
- Maintains discretion and confidentiality in relationships with all board members.
- Adheres to compliance with applicable rules and regulations set in bylaws regarding board and board committee matters, including advance distribution of materials before meetings in electronic/paper format. Maintains board and committee-related pages and material on the Foundation's board portal. Responsible for all meeting coordination, including meeting room set-up and catering if requested, communications, and note taking at assigned meetings.
- Coordinates and prepares all material for New Board Member Orientation. Manages all communications with new directors and assists the President and CEO with execution of the New Board Member Mentorship Program.
- Prepares board-related communications drafts and establishes the annual board and committee meeting calendar. Maintains contact information for the Foundation's Board of Directors, including their professional affiliations.

Executive Leadership Team Liaison

- Participates as an adjunct member of the Executive Leadership Team including scheduling and attending all meetings. Responsible for all meeting coordination including room set-up and catering if needed.
- Assists in coordinating the agenda of executive leadership team meetings and retreats, in addition to and all staff meetings.

This job description describes the general nature and scope of responsibilities for this position. Please note other duties and responsibilities may be assigned or removed at any time.

Education and/or Experience

- Minimum of seven years of administrative support experience. Degree preferred.
- Executive administrative support experience preferred.
- Acquires and maintains a Notary Public license.

Knowledge, Skills, and Abilities

- Ability to demonstrate integrity, respect, teamwork, stewardship and diversity, equity, inclusion, & antiracism throughout work and all interactions.
- Strong organizational skills that reflect ability to perform and prioritize multiple tasks seamlessly with excellent attention to detail ensuring accuracy and completeness of all matters relating to the President and CEO's office.
- Strong interpersonal skills and the ability to build relationships with stakeholders, including staff, board members, external partners, and donors.
- High-level written and verbal communication skills.
- Demonstrated proactive approaches to problem-solving with strong decision-making capability.
- Highly resourceful team-player, with the ability to also be extremely effective independently.
- Proven ability to handle confidential information with discretion, be adaptable to various competing demands, and demonstrate the highest level of customer/client service and response.
- Demonstrated ability to achieve high performance goals and meet deadlines in a fast-paced environment.
- Forward looking thinker, who actively seeks opportunities and proposes solutions.
- Proficient in Microsoft Office (Outlook, Word, Excel, and Power Point). Experience with Microsoft 365 desired.

WORK ENVIRONMENT AND JOB SPECIFICATIONS

The work environment and job specifications listed below are representative of those that must be met by an employee, with or without accommodations, to successfully perform the essential functions of this job.

- Primarily perform work in an office environment.
- Frequently move around the office and access or use computers, office equipment, telephone, and any other pertinent supplies, space or equipment used to perform the duties of the position.
- Work with frequent interruption.
- Sit for extended periods of time.
- Lift and/or move up to ten pounds and occasionally lift and/or move up to twenty pounds.
- Travel occasionally to surrounding area businesses for events, meetings, etc.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the position.