

FOUNDATION FOR THE CAROLINAS

JOB DESCRIPTION

Title: Executive Assistant & Advancement Associate Division/Department: Philanthropic Advancement

Reporting To: Executive Vice President & In-House Counsel

FLSA Classification: Exempt Non-Exempt

Employment Type: Full Time Part Time Intern Contract

POSITION SUMMARY

This position supports the EVP to maximize efficiency and allow focus on Foundation growth to positively impact our donors and grantees. The position is responsible for administrative and organizational support to the Executive Vice President & In-House Counsel and to the Philanthropic Advancement team overall, supporting our business development and client stewardship efforts and helping ensure the team runs smoothly.

DUTIES & RESPONSIBILITIES

- Responsible for calendaring EVP meetings with internal and external clients including coordinating with various parties internally and externally, meeting prep, catering, serving as scribe and tracking follow ups
- Handles communications for the EVP and the Philanthropic Advancement team, as needed, including phone calls, e-mails, faxes and other communications.
- Provides prompt, high level customer service support to a broad base of donors and clients
- Supports development of new business by assisting with PowerPoint presentations, writing key business letters and other documents and related business development tasks.
- Supports various Boards and Committees as assigned including compiling board briefing books or donor correspondence, CRM system entry, etc.
- Makes travel arrangements for EVP
- Prepares expense reports for EVP in Concur for both Visa expenses and personal expenses
- Provides administrative support for team meetings, including scheduling meetings, preparing agendas and planning retreats and team outings
- Supports EVP & Philanthropic Advancement team's human resource needs including preparing and editing job descriptions, annual HR calendar, scheduling coordination of annual reviews and submissions for performance evaluation.
- Track, schedule and submit CLE Hours for EVP/ In-House Counsel
- Creates, implements and maintains a paper management system for the EVP's paper files, including documents, fund and prospect information, legal files, key strategic articles, etc.
- Assists EVP with deliverables and creates tracking system
- Greets visitors and escorts them for meetings;
- Document department processes and monitor and notify staff of deadlines, as necessary;
- Enters and maintains client data in FFTC's computer system and updates as needed.
- Back up support for the receptionist, as needed
- Other duties as assigned by the EVP

JOB QUALIFICATIONS

- Minimum 5-7 years of experience as an executive assistant to a senior level manager, ideally in financial services or political areas
- Advanced skills in Microsoft Office applications
- Highly organized with strong attention to detail
- Agile and able to adapt to change, learn quickly and take on new responsibilities
- Must use considerable tact, diplomacy and judgment with confidential information
- Exemplary demonstrated work ethic with a desire to learn the foundation field
- Strong written and verbal communication skills
- Calm, effective style -- able to solve problems and diffuse issues and navigate competing deliverables
- Contributes to an enjoyable and professional work environment
- Concur software or similar experience processing travel and expenses, ideal

POSITION SPECIFIC COMPETENCIES

Select from the following position-specific competencies. Please limit the total number of competencies to 10 or less.

All Employees: Communication & Interpersonal Skills

Executive Team: Leadership Strategic Thinking Fiscal Stewardship

All Supervisors: Delegating Responsibility & Empowering Employees Managing Employee Performance Ensures Consistent Policies & Practices

General:

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| <input type="checkbox"/> Affiliate Management | <input type="checkbox"/> Budgeting & Cost Awareness | <input type="checkbox"/> Building Organizational Commitment |
| <input type="checkbox"/> Building Team Environment | <input checked="" type="checkbox"/> Client Records | <input type="checkbox"/> Concern for Employee Satisfaction |
| <input type="checkbox"/> Customer Skills | <input checked="" type="checkbox"/> Dependability | <input type="checkbox"/> Ensures Proper Training in New Technologies |
| <input type="checkbox"/> Entrepreneurial Orientation | <input type="checkbox"/> Equipment Skills | <input type="checkbox"/> Fund Management |
| <input type="checkbox"/> Implementing New Technologies | <input type="checkbox"/> Initiative | <input type="checkbox"/> Innovative Thinking |
| <input type="checkbox"/> Job Skills | <input type="checkbox"/> Managing Meetings | <input type="checkbox"/> Managing Multiple Priorities |
| <input type="checkbox"/> Meeting Targets | <input type="checkbox"/> Presentation Skills | <input type="checkbox"/> Product Knowledge |
| <input checked="" type="checkbox"/> Productivity | <input checked="" type="checkbox"/> Project Management | <input type="checkbox"/> Quality of Work |
| <input checked="" type="checkbox"/> Relationship Building/Networking | <input type="checkbox"/> Results Oriented | <input type="checkbox"/> Technical Skills |
| <input type="checkbox"/> Time Management | <input type="checkbox"/> Training & Development | <input checked="" type="checkbox"/> Writing Skills |