

FOUNDATION FOR THE CAROLINAS

JOB DESCRIPTION

Title: Executive Assistant – Office Management & Administration Division/Department: Executive Office

Reporting To: President & CEO

FLSA Classification: Exempt Non-Exempt

Employment Type: Full Time Part Time Intern Contract

POSITION SUMMARY

The Executive Assistant – Office Management & Administration is responsible for management and administration of the President/CEO's office. Core responsibilities include providing senior level administrative support, calendar and email management, communications to internal and external constituents as well as direct supervision of the Executive Assistant (EA) – Administration. This position is expected to work collaboratively with the EA – Administration to manage the President/CEO's work.

This role requires strong organizational and time management skills, as well as flexibility and adaptability within a fast-paced and demanding environment.

DUTIES & RESPONSIBILITIES

- Ensure the effective operation of the President's office including the confidential handling of all communications and gracious representation of the President and the Foundation to a variety of constituents.
- Regularly required to resolve complex administrative problems independently. Perform tasks that are diverse and advanced, usually with deadline pressures.
- Manage extremely complex calendar of appointments. Serve in "gatekeeper" and "gateway" roles, creating win-win situations for direct access to the CEO's time and office.
- Primary calendar responsibility for approximately 35/40 meetings per week
- Prepare daily meeting folders and direct EA - Administration in materials/research that may be needed as contents for these folders
- Handle all logistical needs for meetings, including room reservations, catering, technology, conference call set-ups, etc. with assistance of EA - Administration
- Manage all incoming and outgoing correspondence (including emails) and collaborate with EA – Administration for communication responses
- Receive incoming calls to the President's office, respond to inquiries and make referrals as appropriate
- Greet guests and visitors to executive offices

- Provide a bridge for smooth communication between the President’s office and internal departments; demonstrate leadership to maintain credibility, trust and support with senior management and all Foundation team members.
- Work closely and effectively with the CEO to keep him well informed of upcoming commitments and responsibilities, following up appropriately.
- Act as a “barometer” having a sense for the issues taking place in the work environment and keeping President/CEO updated.
- Uphold a strict level of confidentiality
- Update and maintain contact information for President/CEO in MS Outlook
- Pick up/sort incoming mail on daily basis
- Working knowledge of the Foundation’s organization, services, and civic initiatives.
- Assist, as needed, on special projects and meetings with other nonprofit organizations, civic leaders, top executives and donors.
- Creates & maintains filing system(s) in coordination with EA – Administration
- Assist President/CEO in personal appointments, as needed
- Serve as back up for EA – Administration

JOB QUALIFICATIONS

- College education preferred or equivalent professional administrative experience
- 7 to 10 years of experience as an executive assistant to a senior level manager
- Experience with and comfortable interacting with C-suite executives
- Superior organizational and time management skills
- Excellent communication skills, both oral and written
- Ability to work with confidential and sensitive information
- Superior computer skills including extensive knowledge of Microsoft Office applications
- Strong PowerPoint and presentation development skills
- Initiator who is conscientious, detail-oriented, and self-motivated
- Ability to work effectively within a team environment
- Customer service oriented
- Positive attitude, tactful, punctual and team-oriented
- Ability to multi-task and work effectively with others
- Personally committed to high quality work
- Experience with Raiser’s Edge a plus

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:

Affiliate Management

Budgeting & Cost Awareness

Building Organizational Commitment

Building Team Environment

Client Records

Concern for Employee Satisfaction

Customer Skills

Dependability

Ensures Proper Training in New Technologies

Entrepreneurial Orientation

Equipment Skills

Fund Management

Implementing New Technologies

Initiative

Innovative Thinking

Job Skills

Managing Meetings

Managing Multiple Priorities

Meeting Targets

Presentation Skills

Product Knowledge

Productivity

Project Management

Quality of Work

Relationship Building/Networking

Results Oriented

Technical Skills

Time Management

Training & Development

Writing Skills