

# FOUNDATION FOR THE CAROLINAS

## JOB DESCRIPTION

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

Reporting To: Executive Vice President

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. 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 in coordination with 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.
- Daily management of Presidents email inbox. Perform initial sorting of emails, retaining all scheduling requests for execution, deleting all extraneous emails and forwarding other action oriented emails to the EA – Administration.
- Manage all incoming and outgoing correspondence 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
- Pick up/sort incoming mail on daily basis
- Creates & maintains filing system(s) in coordination with EA – Administration
- Assist President/CEO in personal appointments, as needed
- Working knowledge of the Foundation's organization, services, and civic initiatives.

- 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.
- Uphold a strict level of confidentiality
- Update and maintain contact information for President/CEO in MS Outlook
- Assist, as needed, on special projects and meetings with other nonprofit organizations, civic leaders, top executives and donors.
- Serve as back up for EA – Administration

## JOB QUALIFICATIONS

- College education preferred or equivalent professional administrative experience
- At least 5 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

- |   |   |  |
|---|---|--|
| <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 checked="" 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 type="checkbox"/> Project Management     | <input type="checkbox"/> Quality of Work                         |
| <input type="checkbox"/> Relationship Building/Networking | <input type="checkbox"/> Results Oriented       | <input type="checkbox"/> Technical Skills                        |
| <input checked="" type="checkbox"/> Time Management       | <input type="checkbox"/> Training & Development | <input type="checkbox"/> Writing Skills                          |