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| Position | Executive Assistant to the President & CEO |
| Department | Executive Office - Admin |
| FLSA Status | Full Time, Exempt |
| Reports To | President & CEO |
| Location | The position is located in Tucson, Arizona. As a place-based organization, the selected candidate is expected to reside in Southern Arizona. |
| Organization Profile | <p>Founded in 1980, the Community Foundation for Southern Arizona has supported Southern Arizona with over \$215 million in grants and scholarships, stewarding the philanthropic legacy of our community's generous donors and increasing the breadth and depth of resources available to nonprofit organizations in our region.</p> <p>The impact we make is a collective one, with funds held by individuals, families, and businesses with unique interests, ideas, and passions. Our work touches every aspect of daily life, including animal welfare, arts and culture, community development, education, environment, health and human services, and more.</p> <p>In addition to the support provided to Southern Arizona nonprofits through donor advised grants and competitive grantmaking, CFSA also partners with nonprofits through its Center for Healthy Nonprofits and offers beautiful and affordable office, meeting, and event space at its centrally located Community Foundation Campus.</p> |
| Position Purpose & Overview | <p>The primary responsibility of the Executive Assistant is to give direct support to the President & CEO and the Board of Trustees. This individual must be creative and enjoy working on a collegial team that is purpose-focused, results-driven, and solutions-oriented. As the Executive Assistant, this individual will work closely with the President & CEO to ensure an inclusive workplace, promoting our purpose and shared values. This work requires the exercise of a high level of discretion and the application of administrative and project management skills. The Executive Assistant will manage a wide range of duties in a proactive and detail-oriented manner to facilitate the President & CEO's ability to lead the organization effectively.</p> <p>The Executive Assistant provides support and assistance to the President & CEO, ensuring effective use of time and productive interactions with staff and the public. This position manages a wide range of administrative and executive support-related tasks involving clerical and administrative functions, research, and management roles. They serve as a liaison to the President & CEO and Board of Trustees, manage schedules, prepare information, analyze data, and represent the President & CEO to the community. This position handles confidential information and communications and has a complete comprehension of the organization's operations and procedures. They use discretion, judgment, and organizational knowledge to facilitate the President & CEO's activities.</p> |
| Duties & Responsibilities | <p>Support the President & CEO</p> <ul style="list-style-type: none"> Filter and prioritize incoming communications and requests, recommending appropriate responses or courses of action, exercising judgment to reflect the President & CEO's policy and style in handling matters expeditiously, and |

following through to successful completion.

- Work closely and effectively to keep the President & CEO well informed of upcoming commitments and responsibilities
- Assemble necessary materials to prepare the President & CEO for all internal and external meetings.
- Keep the database current with information from the President & CEO's meetings with external stakeholders.
- Provide general administrative support, including organizing the multiple projects of the President & CEO, managing the President & CEO's calendar, and making travel arrangements for the President & CEO and Board of Trustees.
- Respond to telephone inquiries, screen calls, and serve as the first point of contact for the President & CEO.
- Prepare and maintain the President & CEO's reports and expense tracking.
- Create, edit, distribute, and manage all correspondence directed to and from President/CEO.
- Prepares letters, memos, legal documents, policies, directives, and related materials.
- Stay up-to-date and bring forward ideas to the President & CEO on best practices and improvements in board and meeting management.

Support the Board of Trustees

- Schedule and organize Board of Trustees meetings and other committee meetings (both hybrid and in-person) where the President & CEO is the principal staff liaison, including taking, preparing, and distributing the minutes and following up on action items to ensure deadlines are being met.
- Prepare and distribute board materials and relevant committee packets.
- Maintain and manage Board Policies and review process with departmental liaisons to Board Committees.
- Support annual bylaw review with Governance Committee, Executive Committee, and Board of Trustees.
- Maintain accurate versions of past and current bylaws.
- Support the Governance Committee and President & CEO with Board Orientation and ongoing education processes.
- Support the Governance Committee and President & CEO with board recruitment.
- Support the Board of Trustees with an annual review of the board calendar, roles and responsibilities, and board decision tree.
- Gather signatures on annual Confidentiality, Board Commitment, and Conflict of Interest Forms.
- Ensure that all board documents are filed appropriately.
- Work with Board Chair to carry out their duties and board-related activities.
- Manage and maintain all aspects of the board portal, serving as the primary administrator. This includes training and oversight of other staff using the portal for board committees.
- Create, edit, distribute, and manage all correspondence directed to and from the Board Chair.

Support the Organization

- Keep all legal records of the Foundation current and complete.

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| | <ul style="list-style-type: none"> • Participate in management, department, and staff meetings, as necessary. • Participate in Foundation work groups as needed or assigned. • Join other staff in office and Foundation-wide tasks, including general assistance with Foundation events. • Perform general clerical duties, including but not limited to photocopying, faxing, mailing, and filing. • Assist other staff with administrative support as assigned. |
| <p>Qualifications</p> | <p>Experienced</p> <ul style="list-style-type: none"> • Minimum of five years of experience supporting high-level executives and experience coordinating board or high-level meeting logistics. • An intuitive, forward-looking thinker who actively anticipates what the President & CEO will need and then proposes and implements solutions. • Ability to effectively work independently with little or no guidance and believe that no job is too big or too small. • Excellent administrative, interpersonal, organizational, research, verbal, and writing skills, plus the proven ability to exercise sound judgment in a variety of situations. • Ability to use discretion, judgment, and knowledge of the organization to facilitate the President & CEO's activities. Ability to maintain confidentiality. <p>Proficient</p> <ul style="list-style-type: none"> • Excellent organizational skills and attention to detail with the ability to manage multiple projects and timelines. Ability to prioritize work effectively, adjust to multiple demands, prioritize tasks, and meet commitments. • Exceptional communication skills, especially listening, writing, proofreading, editing, and minute taking, with consistently great attention to detail. • Must project a customer-first image at all times in person and on the phone to internal and external callers. • High level of computer proficiency in a Microsoft Windows environment, including experience working with the Microsoft Office suite. <p>Builds Trust and Team</p> <ul style="list-style-type: none"> • Natural and unqualified commitment to ethics, earning, maintaining, and building trust with people internally and externally. • An enthusiastic and resourceful team-oriented professional who enjoys being part of an extremely collaborative, collegial environment of highly dedicated and talented staff committed to shared success. • Commitment to ongoing learning, assessing outcomes, and approaching challenges through a lens of continuous improvement. • Excellent interpersonal skills with a willingness and ability to work cooperatively with a diverse population with a commitment to creating an inclusive atmosphere where differences are understood, valued, and respected. • An understanding and appreciation of the diversity found within southern Arizona, including the ability and commitment to work with all individuals regardless of race, color, gender, sexual orientation, sexual identity, age, religion, marital status, disability, national origin, and military status. |

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| Ancillary/ Preferred Skills | <ul style="list-style-type: none"> • Prior experience working in the philanthropy or nonprofit sector, including experience with supporting nonprofit boards, is highly preferred. |
| General | <p>We know there are great candidates who will not fit everything we have described above or who have important skills we have not considered. If that's you, do not hesitate to apply and tell us about yourself.</p> <p>The above statements are intended to describe the general nature and level of work being performed by an employee assigned to this job. This is not intended to be an exhaustive list of all responsibilities, duties, and skills required of personnel incumbent in this position.</p> |
| Americans with Disability Specifications | <p><u>Physical Demands</u> The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.</p> <p>While performing the duties of this job, the employee is occasionally required to stand; walk; sit; use hands to finger, handle, or feel objects, tools or controls; reach with hands and arms; climb stairs; balance; stoop, kneel, crouch or crawl; talk or hear; taste or smell. The employee must occasionally lift or move up to 25 pounds. Specific vision abilities required by the job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.</p> <p><u>Work Environment</u></p> <ul style="list-style-type: none"> • Work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. • While performing the duties of this job, the employee is usually not exposed to weather conditions prevalent at the time. • The noise level in the work environment is usually moderate. |
| Compensation | <p>The salary range for this position is \$50,000 to \$59,000, commensurate with experience.</p> <p>The Community Foundation for Southern Arizona offers an outstanding total rewards package to meet employees' health and wellness needs, promote professional development and career growth opportunities, recognize performance, and provide retirement resources.</p> <p>CFSA offers full-time employees:</p> <ul style="list-style-type: none"> • 401(k) retirement plan with employer match. Eligible after 90 days with full vesting, with CFSA contributing 4% of salary immediately and matching up to 4% more after one year, for a total potential match of up to 8%. • Health insurance: CFSA covers 80% of the employee premium and 50% of all dependent coverage costs under the base plan. • Dental and vision insurance: CFSA covers 90% of the employee premium. |

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| | <ul style="list-style-type: none"> • Life, accident, death, and disability insurance: CFSA covers 90% of the employee premium. • Long-term disability insurance: CFSA covers 90% of the employee premium. • Ten paid holidays and twenty days of paid time off in year one. • Paid family leave. • Beautiful, modern, art-filled campus and other amenities. • A flexible work environment that supports a healthy work/life balance and hybrid work options |
| How to Apply | Please email your cover letter and resume to HR@focushr.net . Application review will begin on July 19, 2022. |