



Position Title: Executive Assistant

FLSA Status: Non-Exempt

Department: Administration

Date Completed: 12.27.23

Position Summary:

The Executive Assistant is the primary point person for callers and guests and provides high quality support for the President and YCCF's Board of Directors. The Executive Assistant instills confidence in our stakeholders by maintaining professional standards and providing outstanding customer service.

Essential Responsibilities and Duties:

1. Demonstrated commitment to organizational Core Values including courage, diversity, equity and inclusion, strategic, collaborative approaches, integrity, and innovation. See Appendix A for more details.
2. Commitment to standard office schedule with added participation in Community Foundation events on occasional evenings or early mornings.
3. Demonstrated capacity to collaborate with diverse stakeholders.
4. Ability to maintain confidentiality of information and other related matters.

Administrative Support for President

1. Manage President's calendar including scheduling meetings, securing reservations, directions, RSVP for events, tracking respondents.
2. Board and committee administration including meeting prep and minutes (scheduling, room reservations, room set up, trouble shooting, follow-up), Board member terms, membership maintenance (collecting yearly bio forms, conflict of interest forms, and annual board gifts, etc), correspondence, by-law changes, committee lists, board reports. Current committee responsibilities: Executive, Governance and Nominating, YCCF Advocacy Council, board leadership meetings, other ad-hoc meetings organized by the President.
3. Administrator for Word Press; YCCF's online portal for committee documents, add and remove committee members as terms change for all YCCF committees throughout the year.
4. Presentation prep – Meeting PowerPoints, board orientation, materials for donor visits.
5. Donor and stakeholder communication from President – thank you/ birthday/sympathy cards.
6. Assist in database profile management in collaboration with other departments.
7. Provide support to the Executive Leadership as requested by the President.
8. Other – typing and mailing letters, initiate opportunities to increase organizational effectiveness of the President, compiling board surveys (Excel), research, coordinating other meetings (i.e., staff retreats).

Front Desk Receptionist and Office Management

1. Provide skilled and professional front office/receptionist coverage including answering and directing incoming calls, greeting and directing visitors, and providing hospitality for visitors.
2. Provide conference room coordination and meeting set-up including refreshments.
3. Oversee organized and neat appearance of front desk and lobby, conference rooms, and office common areas including kitchen.
4. Open mail, scan checks and distribute.
5. Organize, order and stock office supplies and kitchen supplies within approved budget.
6. Contact vendors for service to office equipment and Wolf Organization or others for office maintenance issues in coordination with Vice President of Finance and Operations.
7. Oversee organization and stocking of YCCF publications in lobby and conference rooms.
8. Assist Community Foundation staff with mailings, filing and other general duties.
9. Schedule monthly staff meeting and staff training sessions including DEI trainings.
10. Coordinate congratulatory correspondence and greetings to stakeholders.
11. Other duties or projects as assigned.

Organizational Duties:

1. Be actively engaged in the community.
2. Represent the organization externally, as necessary.
3. Where possible, identifying community issues and philanthropic trends that impact YCCF's mission.
4. Identify and assist in building relationships and opportunities with organizations that can advance the Foundation's priorities.

Qualifications and skills:

1. At least 3 years of administrative experience.
2. Working knowledge of Microsoft Office products including Word, PowerPoint, Excel
3. Must be an effective communicator, both orally and in writing.
4. Excellent organizational skills that result in timely and accurate completion of tasks
5. Timeliness and reliability.
6. Ability to anticipate needs, deadlines, opportunities, and act on them.
7. Willingness to ask clarifying questions to ensure directions are fully understood.
8. Detail-oriented to ensure thoroughness and accuracy including spelling, grammar, and math skills.
9. Familiarity with composing meeting minutes and basic Roberts Rules of Order processes.
10. High-level of professionalism and customer service in terms of communication, attire and problem-solving (courtesy, timely response, accuracy, going above and beyond).
11. Calm, can-do attitude that instills confidence.
12. Professional discretion and confidentiality.
13. Ability to multitask and prioritize tasks.