



THE COMMUNITY FOUNDATION

ROCHESTER AREA COMMUNITY FOUNDATION JOB DESCRIPTION

POSITION: Executive Assistant to the President

REPORTS TO: President and CEO

POSITION SUMMARY:

The Executive Assistant provides administrative support to the President, Board of Directors, and Management Team, as well as certain other committees established by the Board and/or staffed by the President.

KEY RESPONSIBILITY AREAS

Administrative Support for the President:

- Maintain President's calendar: Schedule all external and internal meetings (virtual and in-person), conference calls, out-of-town trips, and speaking engagements. Provide daily/weekly calendars of all meetings and updates and provide reminders.
- Make all arrangements for meetings, conferences, trips, and speaking engagements; assemble detailed itineraries or agendas, and, when required, packets of materials or background information for the President to review in advance.
- Optimize use of modern technology to communicate with the President & CEO, colleagues and community members.
- For donor meetings, prepare informational packets and donor background material in consultation with Philanthropic Engagement team; draft digital contact record and provide reminders for follow-up.
- Set an annual schedule for staff meetings and semiannual schedule for Management Team, adjusting when necessary. Develop agendas in consultation with attendees.
- Serve as liaison between President and members of the Management Team, and schedule group and individual one-on-one meetings.
- Handle incoming telephone calls, answer questions, and redirect inquiries when needed.
- Handle all correspondence (email and mail) according to importance and urgency. Use text messaging when deemed appropriate.
- Maintain and organize Office of the President files, digitally whenever possible, and keep the President's phone updated with key staff, donor, and external contacts.
- Establish process for gathering receipts and compiling the President's monthly expense reports.
- Create a process to organize event invitations, track sponsorship details and payments for outside events, and collect RSVPs for donors, Board members, and staff invited to attend. Coordinate with staff "hosts" for outside tables as needed.
- Oversee and coordinate collection and submission of documents required for annual National Standards accreditation.
- Assist President with award nominations and support letters.
- Assist President with other matters as requested.



Support for Board of Directors, Executive Committee, Governance Committee, Management Team, and other committees as requested

- Draft preliminary and final meeting agendas and materials in collaboration with staff, volunteers and guest speakers; disseminate with meeting invitations through online portal.
- Locate meeting space and arrange contracts and payments as needed; coordinate with site for room set-up, technology and parking; arrange for meals and oversee set-up and service in coordination with caterer and/or Office and Building Assistant; prepare and distribute nametags and final documents for the meeting.
- Generate concise meeting minutes for review by the President and Board or committee chair within 10 business days. Note action items and assist as appropriate with follow-up.
- In coordination with Board and staff leadership, produce a comprehensive, yearlong Community Foundation calendar of standing committee meetings, major events and holidays.
- Schedule annual Board orientation in consultation with Board and Governance chairs and Management Team, and update Board Manual and PowerPoint slides in coordination with speakers.
- Annually collect conflict of interest and confidentiality forms and provide to the Finance, HR and Administration Department for review.
- Maintain and digitize historical records related to the Board, including Board member service.
- Keep volunteer members, guests and staff attendees apprised of schedule changes, additional meeting materials, and modes of attendance (e.g., in-person, telephone, virtual).
- Provide Governance Committee with Board diversity, attendance, and prospect charts. Draft annual nominating slate for Board and secure nominee bios and photos.
- Provide assistance to Board and committee members as requested.

DESIRED SKILLS AND CHARACTERISTICS:

Outstanding skills in oral and written communication and attention to detail. Ability to multi-task. Excellent internal and external customer service. Comfortable using various technologies for communication and organization. Initiative and project management ability essential. Expert user of Microsoft Word, Excel, and PowerPoint, relational and informational databases, and mail merges. Charting and visual presentation skills preferred. Must be a team player with a positive, can-do spirit and able to work well with people of all backgrounds. An interest in philanthropy and the broader community is essential.

MINIMUM EXPERIENCE:

Associate's or Bachelor's degree and at least seven years working for a high-level executive.

In support of the Americans with Disabilities Act, this job description lists only those responsibilities and qualifications deemed essential to the position.

Rochester Area Community Foundation is an Equal Opportunity Employer

To Apply:

Send a confidential cover letter and resume to the Community Foundation's human resources staff at RACF-ExecutiveAssistant@racf.org or **by mail** (marked CONFIDENTIAL and postmarked by November 5, 2021) to Executive Assistant Opening, Rochester Area Community Foundation, Attn: Human Resources, 500 East Avenue, Rochester, NY 14607.