



## POSITION DESCRIPTION

**Title:** Executive Assistant

**Reports To:** President & CEO

### SUMMARY

Primarily provides administrative support to the President & CEO while also supporting the executive team of the foundation. The Executive Assistant ensures smooth coordination and communication between the executives, Trustees, and staff, as well as external partners.

### DUTIES AND RESPONSIBILITIES

#### Executive Administration Support

- Provide overall executive administrative support to President & CEO
- Coordinate and schedule meetings, conferences, telecommunications and appointments for President & CEO
- Provide administrative support to the executive team and staff
- Prepare background materials and conduct research for President & CEO prior to any scheduled meeting, interview, presentation, event or appointment, as needed
- Assist with the creation, formatting and word processing of materials, notes, briefings and presentations for the executive team
- Support President & CEO with their external commitments, including service on external boards, committees and other groups
- Support the Vice President / Chief of Staff with planning the annual strategic and operational plan (StratOp process) in conjunction with the foundation's external consultant
- Research, prioritize, and follow up on telephone and email communications on behalf of the President & CEO
- Assist with logistics and coordination of travel, speaking engagements, and conference related activities for President & CEO
- Process all travel, mileage, and credit card expense reimbursements for President & CEO, and trustees
- Assist with maintenance, organization and scanning of official files and documentation for the organization

#### Board of Trustees Coordination Support

- Serve as a primary point of contact for Board of Trustees communications and requests
- Coordinate Board of Trustees meetings, committee meetings and annual retreats, as well as meeting materials and handouts
- Assist with the development of minutes and/or meeting notes for Board of Trustee quarterly meetings, committee meetings and annual retreat
- Support the Vice President / Chief of Staff in the tracking of actions items from all Trustee and committee meetings

- Assist the Vice President / Chief of Staff with research, creation and maintenance of governance documents
- Maintain Trustee Dropbox with all pertinent Board of Trustees data

### **Special Projects & Other**

- Responsible for representing the Foundation and attending external meetings, on behalf of and, as directed by the President & CEO
- Provide front desk and reception support as backup to the Office & Programs Coordinator
- Special projects and other duties as assigned

### **QUALIFICATIONS**

- Associate degree, or 5+ years as an Executive Assistant supporting and reporting directly to senior management
- Advanced computer skills using Microsoft Office, especially Microsoft Outlook
- Uphold confidentiality and security
- Strong interpersonal, verbal and written skills
- Ability to multitask, use exceptional organizational skills and focus on detail and accuracy
- Regular and predictable attendance and promptness

### **WORKING ENVIRONMENT**

- Short notice evening and overtime hours as needed, based on workload
- Occasional weekend work required
- Occasional in-state and overnight travel required
- Reliable transportation required to attend occasional external meetings
- Occasional lifting of up to 45 lbs.
- Proof of COVID-19 vaccination required

### **BENEFITS & COMPENSATION**

- Base salary from **\$60,000-\$70,000** per year based on experience
- The Foundation currently offers medical, dental, vision, life insurance, long-term disability insurance benefits, and 401(k). Time off benefits include PTO, sick leave, paid holidays, and bonding leave, along with an educational assistance plan.

**Approved By:** Waldo Martin, Katie Kramer

**Date Approved:** 12.23.2021

**Reviewed By:** Audra Palakodety

We believe in the promise of Colorado and the potential of Coloradans. Every day we champion excellence across our state by investing in our most talented citizens and high-potential organizations, because supporting their hard work and leadership will enable them to give back for years to come.

We leverage the power of collaboration and connection. The Boettcher Foundation transforms communities by investing in courageous leadership and community building.

## HOW TO APPLY

This role will remain open until filled. The preferred qualification date is January 14, 2022. Early applications are strongly encouraged. Candidate materials will be reviewed on an ongoing basis and initial interviews will begin in early- to mid-January.

To be considered, please submit a resume and cover letter (in a single Word document or PDF) expressing your interest in the position to [Laura@experiencefactor.com](mailto:Laura@experiencefactor.com).

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