

Charlottesville Area Community Foundation (CACF)

Job Description

Executive Assistant

Position

This is an exempt position reporting to the CEO/President. The Executive Assistant performs a wide range of complex and confidential administrative and clerical support duties in the executive office and provides general office support with a variety of administrative activities and related tasks. This position interacts daily with stakeholders in the Charlottesville region/area, greeting Community Foundation visitors, answering and directing incoming calls, scheduling Presidential meetings, client database management, assisting in events, as well as additional administrative duties and must handle all communications with confidentiality and professionalism.

Responsibilities

- Greets visitors to the Community Foundation
- Screens, answers and/or routes phone calls;
- Opens, organizes and routes CEO's mail and email; answers correspondence, where appropriate, and monitors follow up on correspondence;
- Types, proofreads, scans, mails and files reports and correspondence;
- Creates and maintains organized filing systems of paper and electronic documents;
- Manages complex calendars, organizes and maintains schedules of internal and external meetings, including contacting participants, reserving meeting space and audio/visual equipment;
- Monitors CEO/President's whereabouts and meeting length; interrupts when necessary;
- Assists CEO/President in prepping for donor, prospect and other key stakeholder meetings by preparing reports, briefing materials, correspondence, proposals, and other relevant materials prior to meetings;
- Makes travel arrangements and processes expense reports for CEO;
- Supports Board, Executive Committee and Board Development Committee meetings, including scheduling, mailings, room preparation, ordering food and supplies, etc.;
- Maintains board meeting attendance records and meeting minutes archive;
- Maintains and updates donor and organization information in central database;
- Generates mailing and invitation lists as requested;
- Assists with invitations and logistics for CACF events and activities including liaising with catering and venues, tracking RSVP's and follow ups, working closely with project managers;
- Conducts special projects and other duties as required.

Qualifications

- Ability to uphold a strict level of confidentiality;
- Excellent executive administrative skills with experience reporting directly to senior management;
- Excellent organization skills, attention to detail and follow through;
- Exceptional interpersonal and customer service skills;
- Excellent oral and written communication skills;
- Advanced level of competence in Word, Excel, PowerPoint and Outlook;
- Solid working knowledge of standard office equipment;
- Works well independently and with others
- Strong value of diversity, equity and inclusion and committed to embedding these values in his/her areas of work.

The Community Foundation is an equal employment opportunity employer. All employment decisions are based on merit and business needs, not on race, color, citizenship status, national origin, ancestry, gender, sexual orientation, age, weight, religion, creed, physical or mental disability, marital status, veteran status, political affiliation, or any other factor protected by law.

Please submit your resume and cover letter to nscott@cacfonline.org by November 16, 2018.