



## Executive Assistant to the President/CEO

Position: Regular, Fulltime, Exempt

Department: Executive

Reports to: President and CEO

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**Summary:** This position provides advanced administrative support to the President and CEO of the foundation. S/he will manage email, mail, expense reporting, scheduling, travel arrangements, phone calls and requests for meetings on behalf of the President and CEO. S/he will also act as a liaison between the executive office and external partners, such as local government, business and non-profit leaders and members of the board.

### **Responsibilities and Expected Outcomes:**

- Provide advanced, proactive and confidential C-level administrative support. Perform duties using independent judgment and initiative to determine approaches or actions necessary in routine and non-routine situations.
- Liaison with foundation executives, members of the board, community partners, donors, and philanthropic corporate and government representatives on matters relating to the day-to-day operation of the foundation; these matters are often of a confidential nature. Respond to questions by identifying and implementing workable solutions to problems with minimal guidance from executive.
- In collaboration with Chief of Staff, manage and maintain the President's calendar, coordinating President's meetings including board, staff, and external constituents. Prepare agendas and meeting materials as needed.
- Screen incoming calls. Prioritize information, inquiries and requests from staff, donors, community representatives and organizations, and initiate appropriate response. As appropriate, delegate responsibility of inquiries to other foundation staff.
- Organize executive and proactively perform support duties keeping scheduled business and personal commitments timely. These duties include but are not limited to: noting commitments made by executive during meetings and/or via email; establishing appointment priorities and if required, rescheduling or redirecting meetings or invitations.
- In collaboration with the Chief of Staff, read, review and manage the President's electronic and print mail, preparing appropriate responses and correspondence for signature or delegating to foundation staff as appropriate. Coordinate President's workflow to ensure top priorities are met in a timely manner.



- Review and apprise President and appropriate staff of invitations and community events. Coordinate with Chief of Staff, as needed, to ensure appropriate foundation representation.
- Plan and manage special events (City Club tables, meetings, conferences, etc.) for the executive office including top-level executives and attendees.
- Proactively identify, anticipate and plan for events to prepare president and/or his delegates for participation. Coordinate with Marketing and Communication or appropriate staff on President's speeches and talking points.
- Conduct research as needed on a variety of projects.
- Manage travel arrangements for President and prepare expense reports.
- Ensure the efficient operation of the executive office. Coordinate with the Chief of Staff to ensure appropriate back-up within the executive office.
- Maintain executive office files in compliance with the records management policies.

**Essential Qualifications, Credentials and Technical Skills required:**

- A minimum of seven years of progressively responsible experience in a senior administrative or executive assistant role. Proven track record of independent judgment and decision-making when faced with matters of a confidential and/or non-routine nature; ability to anticipate needs based on extensive knowledge of how institutions work.
- High level of integrity and ability to maintain confidentiality; must maintain close attention to detail. Ability to work well under pressure and prioritize multiple assignments and activities; excellent organizational skills.
- Ability to deal professionally and diplomatically with a group of diverse individuals at all levels both internally and externally, including members of senior management.
- Exceptional verbal and written and interpersonal communication skills.
- The ability to take a proactive role in team efforts, promote cooperation and collaboration among team members and encourage open communication in multidisciplinary teams.
- Excellent personal diplomacy and multicultural understanding to operate effectively amid a diverse community and a broad assortment of grantees, donors, community leaders, business leaders, government officials, etc.



- The ability to work in a complex environment requiring significant collaboration and to respond sensitively and patiently to staff and community inquiries in a timely manner. The ability to handle sensitive information and maintain confidences is an absolute must.
- The ability to be flexible and work occasional extended hours.
- Advance technology skills, particularly in Outlook and all programs of MS Office 365 and exceptional internet research skills. Demonstrated expertise with a variety of online collaboration and meeting/event platforms including Zoom and MS Teams.

**Other highly desirable qualifications include:**

- Familiarity with Cleveland's nonprofit and corporate community and its key leaders.

***APPLICATION PROCESS:***

Starting salary for this position will be commensurate with the selected candidate's background and experience. The foundation offers an exceptional benefits package including medical, dental, vision, life and disability coverage, a comprehensive wellness program, a fully vested 403(b) retirement plan and three weeks of vacation the first year of service, prorated based on date of hire. If you are interested in applying for this position, please submit your resume and cover letter [here](#) by **November 20, 2021**. ***We regret that we cannot respond personally to each applicant.***

**Note:** The Cleveland Foundation is currently working partially remote until such time a determination is made to safely return to the office.