



## **Executive Assistant**

The Executive Assistant is responsible for proactively managing the President/CEO's activities with a heavy emphasis on donor relations, revenue generating initiatives, and community partnerships. The Executive Assistant will represent the organization and the President/CEO to the Board of Directors, business leaders, donors, funders, and the general community, and must therefore pay extreme attention to positive interpersonal relations, confidentiality, and diplomacy. The Executive Assistant should demonstrate a strong ability to lead and motivate others, while being flexible and adaptive to the changing needs of the organization and the Board of Directors in a fast-paced environment. The Executive Assistant must be passionate about community service and aiding at-risk children, and able to articulate that passion in a manner that inspires others.

The Executive Assistant must work cooperatively with the staff of Children's Fund under the direction of the President/CEO. Specific duties include, but are not limited to:

1. Provide high-level administrative support, coordinating the activities of C-Suite Executive, including calendar, travel, meetings, events, and presentations. This involves preparing sensitive research, reports, and agendas prior to meetings, as well as managing appropriate follow-up.
2. Prepare for, attend, and record minutes for Executive Committee meetings, Board of Director meetings and other meetings as directed by the President/CEO, maintaining and distributing accurate records, minutes, and supporting documents.
3. Communicate directly, and on behalf of the President/CEO, with Board members, donors, funders, elected officials, and others, on matters related to CEO's programmatic initiatives.
4. Assist with the creation and oversight of the organization's budget.
5. Create and prepare documents including, but not limited to, correspondence, reports, agendas, presentations, spreadsheets, and other various documents as directed.
6. Receive and screen communications to the President/CEO, including mail, telephone and e-mail messages, and provide assistance using independent judgment to determine those that require priority attention.
7. Provide backup support for phones, front office reception area, and other needs of the organization staff as directed by the President/CEO.
8. Maintain the confidentiality of the organization and the people we serve.
9. Represents executive office with discretion and in a professional manner. Handles confidential information.
10. Other tasks and special projects as assigned by the President/CEO.

### Qualifications:

- Strong work tenure: minimum of 3+ years C-level executive administrative experience.
- Organizational skills, paying strong attention to detail and working with a sense of urgency.
- Excellent written and verbal communications skills.
- Interpersonal skills; a strong elected officials and donor relations background is preferred.
- Demonstrated ability to think critically and make decisions on behalf of an organization.
- Planning and project management skills.
- Experience in dealing with matters of extreme confidentiality, consistently in a friendly and professional manner.
- Ability to successfully handle multiple simultaneous deadlines, set priorities, and develop innovative recommendations and solutions to problems.
- Adept in developing and maintaining strong relationships with management, staff, donors, elected officials, partners, and other stakeholders
- Proactive self-starter needing minimum supervision.
- Proficiency in communication, scheduling and office-related software such as Microsoft Office Suite (Outlook, Word, Excel, PowerPoint), Google Platform, Adobe Acrobat, social media web platforms, strong typing skills, and other general office knowledge.
- Strong understanding of non-profits and fundraising methods and principles preferred.
- A four-year college degree preferred, or commensurate experience.

### Physical Requirements and Work Environment

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Must be able to remain in a stationary position (sit or stand) two-thirds of the day or more.
- Occasional travel to various locations, meetings and events within and outside the county, and typically via automobile, is required. Mobility is required to attend meetings and events.
- Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard, typewriter, or calculator and to operate standard office equipment.
- The position occasionally bends, stoops, reaches, pushes, and pulls drawers, to retrieve and file information. Frequently moves/transport various pieces of merchandise weighing less than 40 pounds across warehouse for various donation drives and event needs.
- Employees must be able to maintain a good attendance record.
- Employees work primarily in an office environment with moderate noise levels, controlled temperature conditions and no direct exposure to physical hazards. Occasionally employees will be required to work in a warehouse environment with exposure to marked changes in outside temperature.

## Organizational Background

The Children's Fund is a 501(c)3 non-profit organization created to serve at-risk children in San Bernardino County. Children's Fund mission is giving our vulnerable children support, opportunity and hope by breaking destructive cycles through community partnerships.

Formed in 1986, the Children's Fund operates under a public/private partnership with the County of San Bernardino, who provides the organization's administrative overhead. Because of this unique structure, the Children's Fund has the distinct opportunity to ensure that donations directly serve this vulnerable youth population. Since 1986, Children's Fund has had the privilege of assisting more than 1.5 million at-risk children throughout our communities. This has taken place under the guidance of a board of directors comprising innovative business and community leaders from all over Southern California with a shared commitment to impact the lives of these children and renew their hope for a vibrant future.