



**Job Title:** Executive Assistant to the President & CEO

**Reports To:** President & Chief Executive Officer

**Status:** Full-Time, Exempt

## Position Summary

The Santa Fe Community Foundation is seeking a high-level Executive Assistant reporting directly to the President/CEO. As an administrative professional, the Executive Assistant will manage the daily activities of the President/CEO and should thrive on keeping all administrative aspects of that role organized and moving forward. The Executive Assistant anticipates the needs of the President/CEO and helps to resolve operational, administrative, and scheduling issues before they arise. In addition to being organized and analytical, the Executive Assistant has strong business judgment and the communication skills to interact with a wide variety of stakeholders.

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## Key Responsibilities

### Administrative Services

- Screens telephone calls, referring as appropriate to other staff, arranging telephone appointments, and setting up conference calls. Transcribes written and oral information into a computer or downloads drafts from President/CEO's computer to format and style the resulting speeches, statements, agenda, reports, and correspondence.
- Composes outgoing correspondence and memoranda from brief instructions, or on own initiative depending on content of incoming item.
- Supports CEO with internal and external communications; develop presentations; draft and review copy for various communication channels as needed.
- Maintains President/CEO's personal and general files as appropriate by subject, date, organization or pending issue, determining the system best for quick recovery.
- Schedules meetings, manages agendas, prepares internal meeting minutes, and provides overall administrative support to CEO-involved workgroups as needed.
- Collects CEO business and travel-related expense receipts, prepares expense reports for reimbursement/reconciliation monthly.

## **Scheduling Meetings/Maintaining President/CEO's Calendar**

- Manages, schedules, and prioritizes meetings across the CEO's business and personal calendars, ensuring that the CEO is always on time and on schedule.
- Maintains dual calendars manually and on computer, noting meetings, appointments, conferences, and events of interest; showing times, location, and requirements such as speeches or brief remarks; and personal leave of staff, etc. Includes notes on meetings and enters new contact information into the constituent database, Raiser's Edge.
- Schedules all internal and external meetings for the President/CEO. Maintains information of functions, personnel, and President/CEO's responsibilities for a wide variety of boards and committees on which he serves.
- Collaborates with stakeholders to collect and execute internal and external presentation collateral for the purpose of client meetings, investor presentations, board meetings, etc.

## **Coordination**

- Assists the CEO with managing and completing operating plan updates for SFCF business units on quarterly basis.
- Proactively ensures the provision of prompt, accurate, confidential, and professional services to the CEO, Board of Directors, and the Foundation Management Team, including the preparation of reports, correspondence, and presentations.
- Maintains a tracking & reminder system of all major assignments given to department leads and other foundation staff. Works with CEO on maintaining this system and determining appropriate follow-up on assignments.
- Coordinates workflow to support a fast-paced and priority-driven work environment. This includes overseeing the coordination of the President/CEO's calendar for meetings and events, presentations, travel arrangements, and registration for conferences/trainings.
- Serves as liaison to communicate pertinent information between the President/CEO and the foundation staff, suggesting courses of action but using discretion when no instructions have been given.

## **Meeting Preparation**

- Makes arrangements for President/CEO's meetings in conjunction with the board and community relations liaison, coordinating with staff to be present and collecting relevant documents from files or other departments and reminding the President/CEO of schedule.
- Coordinates with Marketing & Communications staff on presentation materials.

## **Travel**

- Arranges for travel, specifying times, dates, best connections, food, seat locations, car rental, etc., and sets up hotels and equipment. Prepares all related expense forms and external letters for expense reimbursement from other sponsoring organizations.

- Organizes dinners, car services, etc. for personal and business events.
- Arranges and manages intricate business and personal travel itineraries.

## **Grant Monitoring & Management**

- Under the direction of the President, review and process approved grants for president's discretionary fund. Coordinates reports on funding requests and other related correspondence. Works directly with director of Grants and Grants Assistant to ensure organizational due diligence for all grants has been completed and confirm nonprofit standings with the IRS.

## **General**

- Maintains the department's Box account and works with CEO to establish and maintain new norms and protocols for Box usage as the department continues to grow.
- Take notes during Executive Team and stakeholder meetings.
- Runs errands and support with office management as needed.
- Provides ad hoc support to Executive Team leaders as directed by CEO.
- Please start your cover letter with the phrase "I am beyond excited by this position's opportunities (for/to)"
- Serves as the primary point of contact for the President/CEO and for internal and external key stakeholders, including, volunteers, current and prospective clients, community leaders and government officials.
- As appropriate, assists other departments and works as a member of interdepartmental teams to ensure the effective and efficient operations of SFCF. At all times, demonstrates cooperative behavior with supervisors and coworkers. Other duties as assigned, dependent on organizational needs and employee skills.

## **Job Requirements**

The ideal individual will have the ability to exercise good judgement in a variety of situations, with strong written and verbal communication, administrative and organizational skills, and the ability to maintain a realistic balance among multiple priorities.

- At least 5 years' experience working with and supporting C-level organizational leaders.
- Advanced understanding of computer skills, including Adobe, Microsoft Word, Microsoft Excel, Microsoft Outlook, Microsoft PowerPoint, and Box file management system.
- Meticulous with the ability to manage multiple responsibilities simultaneously in an organized and flexible fashion.
- Excellent oral and written communication skills; ability to communicate at a professional level to Board, staff, and the community including the ability to maintain positive relationships with people at all levels of

- an organization and in the community.
- Capable of exercising good judgment with problem solving, setting priorities, and decision making.
  - Aptitude for learning modern technologies and utilizing systems that promote efficiency and effectiveness.
  - Effective at project management, including working independently as an initiative-taker.
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## Preferred Qualifications

The ideal individual will have the ability to exercise good judgement in a variety of situations, with strong written and verbal communication, administrative and organizational skills, and the ability to maintain a realistic balance among multiple priorities.

- Bachelor's Degree preferred
  - 7+ years of demonstrated experience supporting C-suite level executives
  - Strong Microsoft Office experience
  - Honesty
  - Attention to detail
  - Good judgment and discretion
  - Approaches change with enthusiasm
  - Excellent computer skills
  - Experience managing executive communications (preferred)
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## Company Benefits

The Santa Fe Community Foundation offers a highly competitive salary, 401(K), medical, dental, vision, and life insurance, PTO, and a generous number of company holidays.

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## Working Conditions

NOTE: This is an in-person position, with standard hours Monday through Friday. Occasional work during evenings and weekends required.

- Requires the ability to sit and work at a desk for several hours at a time.
- Requires the ability to travel and attend meetings, presentations, and events outside the office, which may require occasional use of a motor vehicle for transportation to other locations. Due to the nature of external appointments and/or responsibilities requiring travel to locations not easily accessible by public

- transportation, driving is an essential job responsibility for this position.
- Work may require weekends and/or extended workday.
  - Punctuality and satisfactory attendance are essential functions of the job.
  - Good judgment and discretion.
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## About the Santa Fe Community Foundation

Founded in 1981, the Santa Fe Community Foundation inspires philanthropic generosity, strengthens nonprofits, and fosters positive change to build a more vibrant, healthy, and resilient region. We envision a thriving northern New Mexico, where all people can find opportunity, build connections, and contribute to the well-being of their communities. Learn more about the Foundation by visiting [SantaFeCF.org/About](http://SantaFeCF.org/About)

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## How to Apply

We are looking for top talent: people who want to use their abilities to make a lasting difference. If that is you, please send a cover letter explaining your interest in the Executive Assistant position and what you would bring to the Santa Fe Community Foundation. We ask that you send your cover letter and resume as a single Word or PDF document via email to [careers@santafecf.org](mailto:careers@santafecf.org). No calls please.

**Application deadline:** Open until filled.



*The Santa Fe Community Foundation is an equal opportunity employer committed to valuing diversity and practicing inclusion. We actively seek and encourage applications from minorities, women, and people with disabilities.*