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| JOB TITLE: | Executive Vice President Assistant Hybrid 3 days in office 2 day at home |
| DEPARTMENT: | Giving Strategies |
| REPORTS TO: | Executive Vice President |
| FLSA STATUS: | Non Exempt |

### SUMMARY

### Non Profit is a 501(c)3 public charity holding more than 800 different charitable funds, established by individuals, families, nonprofit organizations and businesses. We are committed to helping our clients support the issues and organizations that they care about most and to fulfill our mission of connecting people, ideas and resources to improve lives in Western New York. Together, with our clients and partners, we are creating positive change in our community.

The Giving Strategies Assistant is a member of the Giving Strategies team. This position primarily provides administrative support to the Executive Vice President. It also supports the Giving Strategies and Communications Teams.

A successful Giving Strategies Assistant is highly organized, excellent at follow through, very detail oriented and possesses a high level of computer competency. He or she should be comfortable in a fast paced environment and be motivated by the important mission-driven work of the Community Foundation. At all times the Giving Strategies Assistant must maintain exceptional standards of ethics and confidentiality.

### KEY RESPONSIBILITIES

**General Administrative**

* Provide administrative support and maintain the calendar for the Executive Vice President
* Prepare and proof documents and correspondence, including generating and producing mail merges
* Responsible for ensuring accuracy and periodic review of electronic and hard copy client files as appropriate
* Be able to relate well to a wide spectrum of people in the community, including the Board of Directors, clients, grantees, funding partners and the general public
* Provide administrative and logistical support to the Giving Strategies and Communications Teams, including client and committee meeting preparation by:
  + scheduling meetings
  + preparing materials
  + sending appropriate reminders and confirm attendance
  + prepare accurate and complete minutes of meetings
* Service clients with excellence and personal attention in an effective manner; appropriately handle client issues, including resolving any complaints that may arise and connecting clients with the appropriate Community Foundation team member.
* Perform office functions including, but not limited to:
  + Answering phones
  + Create, modify, proofread and edit documents, records, and reports
  + Pull mailing and donor lists from database

### OTHER JOB DUTIES

* All other duties, as assigned

**MANAGEMENT RESPONSIBILITIES**

* None

**TRAVEL**

* No travel will be required; although, professional development opportunities may arise, wherein travel may be necessary.

**TECHNICAL EXPERTISE/EXPERIENCE AND QUALIFICATIONS**

* Bachelor’s Degree
* Demonstrated computer proficiency with Microsoft Office, including Word and Excel, and an ability to manipulate database information in a PC environment
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* Understanding and adherence to high standards of ethics and confidentiality
* Able to perform the core duties of the role within thirty days of hiring
* Ability to attend off-site events, such as community events and meetings, and represent the Foundation appropriately. Possession of a valid driver’s license and reliable personal vehicle

**REQUIRED COMPETENCIES**

Project Management:

* Ability to organize, facilitate, and manage projects in an efficient and effective manner
* Excellent organizational and workload prioritizing skills

Communication:

* Excellent oral and written communication skills; ability to write clearly with proper grammar, spelling, and punctuation; ability to explain complex topics in simple terms
* Shape and deliver (both oral and written) simple, targeted, and consistent messages to targeted audiences that create positive perceptions about the Foundation

Teaming (Core competency needed by all Foundation staff members):

* Use effective communication skills
* Work with others in a professional, positive, and trustworthy manner
* Cooperate with others to attain strategic goals
* Ability to work effectively as part of a team and work independently with little supervision
* Ability to effectively interact and communicate with others in a professional and appropriate manner

Continuous Learning/Intellectual Curiosity (Core competency needed by all Foundation staff members):

* Keep abreast of new knowledge and developments in one’s area of expertise and/or responsibility
* Demonstrate a willingness to take new and unique ideas, concepts, strategies, and approaches and apply them for positive results
* Exhibit interest in events and trends that are related to and affect the mission of the Community Foundation
* Proactively seek information about the work done by others; look for ways to achieve synergy
* Pursue self-development; seek feedback from others and opportunities to learn new skills
* Look for opportunities to provide knowledge that supports the learning of others

Cultural Acuity and Flexibility (Core competency needed by all Foundation staff members):

* Knowledgeable of and sensitive to cultural and economic norms of a diverse community
* Comfortable in a variety of cultural settings with diverse stakeholders
* Help others develop cross-cultural diversity awareness
* Tune into potential conflict and demands based on an awareness of the formation of social identities; demonstrate understanding beyond assumed inclusion and diversity
* Demonstrate emotional intelligence and appropriate treatment of aging adults