

**COMMUNITY FOUNDATION OF GREATER FLINT
POSITION DESCRIPTION**

Position Title: Executive Assistant **Date Created:** February 3, 2022

Department: Office of the President

Reports To: President and CEO

Position Supervised: None

Salary: \$53,000 - \$68,000

ORGANIZATIONAL OVERVIEW:

The Community Foundation of Greater Flint partners and leads by influencing and connecting generosity to Genesee County needs. CFGF helps donors support the causes they care about, today or through their estates. CFGF serves Flint and all of Genesee County including its community funds in Clio, Davison, Fenton, Flushing, and Grand Blanc. Its supporting organization, the Foundation for Flint, stewards the Flint Kids Fund in response to the Flint Water Crisis.

GENERAL SUMMARY:

Provide high-level executive and administrative support to the CFGF President/CEO, Board of Trustees and other staff as assigned. Using a thorough working knowledge of a broad segment of the Foundation operations, organizational policies, and procedures; exercise judgment in handling all inquiries and requests of the Executive Office. Attend most leadership team working group meetings.

PRINCIPAL DUTIES AND RESPONSIBILITIES:

- **Executive Office:** Handle all mail, inquiries or messages directed to the President/CEO. Prepare reports, correspondence, and presentation material. Coordinate and review work prepared by other office support staff ensuring material is proofread. Arrange appointments and travel schedules, keeping others informed as appropriate. Arrange staff meetings and other functions including facility arrangements for the President/CEO or Board of Trustees. Maintain schedules and files. Ensure President/CEO is appropriately prepared for key meetings and events, including providing background material and supplying other pertinent information. Assist President/CEO by drafting/editing letters, speeches, and other documents as requested. Assist President/CEO with all travel and logistical arrangements and expense processing.

- **Board of Trustees Contribution:** Prepare meeting notices for all Members, Trustee, and Board committee meetings. Arrange meeting dates, make facility arrangements, record, and prepare Members, Board and Executive Committee minutes; review Investment and Audit Committee minutes for consistency and assure all minutes are filed appropriately. Coordinate physical production of the Trustee notebook and related materials with authority to request written materials and information on a timely basis from others. Assure material in notebook has been proofread and approved by proper authorities, and completed materials are distributed on schedule to Trustees. Arrange site visits for the Board of Trustees and guests of Board

meetings. Responsible for organizing and arranging accommodations, travel, and services in connection with site visits, Board and committee meetings, staff meetings and other Foundation functions. Responsible for drafting minutes of Board of Trustees' meetings.

- Foundations Contribution: Provide administrative support to the President/CEO. Handle special projects, including program requests and confidential matters. Serve as the President/CEO's special representative as needed. Prepare reports as necessary for internal planning and review. Proactively identify and monitor critical factors affecting the Foundation and the Foundation's ability to meet those challenges; proactively anticipate potential risks/opportunities and develop strategies for managing them. Build effective working relationships with Foundation members to ensure the President/CEO and leadership team's directions are aligned and good outcomes are achieved. Serve as a liaison between the President/CEO, Trustees, and the leadership team. Provide advisory services to management as necessary. Identify major issues requiring resolution and/or leadership team involvement. Complete special projects as assigned. Maintain and revise formal office administrative manual as needed. Schedule, coordinate and support internal meetings, presentations and other activities hosted at the Foundation. Organize and prioritize activities and work ensuring management of and follow through on next steps. Collect, compile, and communicate information and action items. Assist leadership team with development, planning and implementation of organizational goals, strategic plans, program initiatives, meetings, and coordination across the organization; provide tracking and follow-up as needed
- The position holder must be able to perform each essential job function in a satisfactory manner. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

KNOWLEDGE SKILLS AND ABILITIES REQUIRED:

The factors listed below are representative of the necessary knowledge, skills, and/or abilities.

- a. Education: A bachelor's degree preferred, with equivalent combination of education and experience in this position.
- b. Experience: 5-10 years project management and administrative support experience.
- c. Decision making: Able to make complex decisions within a circumscribed area of responsibility using originality and integration of a variety of ideas and experience. Decision making at this level is complex but generally within a circumscribed area of responsibility. Expected to provide thoughtful insight into the decision process based upon limited concrete information within specific area of expertise and with very few, if any, standard procedures to apply. Consultation is provided by leadership, but recommendation by the position holder is an expected outcome. Successful decisions require originality and integration of a variety of ideas and experience.
- d. Communication: Able to present information effectively to a broad audience interacting frequently with others. Required to present written information in a coherent and effective manner using a variety of mediums. Verbal communications are varied, frequent, and may require presentations at meetings. The position holder at this level will use their

communication skills to gather information and communicate thoughts and ideas to successfully complete their tasks. The information which is available and used by the position holders may be confidential or related to sensitive organizational matters. Contacts may be with a broad array of employees and colleagues outside of the Foundation. Maintaining confidentiality in this role will be essential.

- e. *Planning and Strategy*: Able to effectively develop implementation plans. Individuals at this level are responsible for developing plans and tactics to implement the Foundation's strategic plan as it relates to their area as well as communicating the Foundation's vision daily to other Foundation employees.
- f. *Impact*: Able to contribute considerable effort to enhance the Foundation's long-term effectiveness through others. Position holders at this level have periodic opportunity to impact the future viability of the Foundation, however in a very structured manner. This position interacts with external entities with the primary objective of furthering the Foundation's programmatic and strategic objectives. Authority to commit the Foundation to courses of action is not held at this level.
- g. *Supervision*: Able to provide work direction to one or more consultants or staff. The position holder at this level directs the work of very few employees. If managing contractual agreements responsibilities will include monitoring work performance, use of time and attendance, providing initial training to new employees and ongoing coaching all subordinates. This employee will typically perform the same type of work as the employees under his or her immediate direction.
- h. *Accountability*: The Executive Assistant reports and is accountable to the President/CEO for satisfactory fulfillment of responsibilities.
- i. *Physical Demands*: 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.

While performing the duties of this job, the employee is regularly required to sit, use the telephone and computer equipment for extended periods of time and talk or hear. The employee is occasionally required to stand; walk; use hands to finger, handle, or feel; reach with hands and arms; stoop, kneel, crouch, or crawl and taste or smell. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision.

- j. *Work Environment*: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. **This is not a virtual position.**