



FAIRFIELD COUNTY'S COMMUNITY FOUNDATION Position Description

Title: Executive Assistant (Non-exempt)
Reports to: President & CEO

Position Overview:

Fairfield County's Community Foundation is seeking an intelligent, experienced, self-motivated and highly-organized individual to join our team. Reporting directly to the President & CEO, the Executive Assistant position is an exciting and dynamic opportunity for a motivated professional.

Administrative Support:

- Provide executive level administrative, secretarial, and personal support to the CEO
- Extensive calendar management - internal/external meetings, conferences, travel, and personal appointments
- Coordinate/reschedule all Staff 1:1 meetings and Leadership Team Meetings as well as Board Member Meetings, Ad-HOC meetings
- Liaise with executive and administrative staff to optimize CEO's availability to attend to critical business needs
- Coordinate and facilitate meetings of the Board of Directors
- Key liaison to Board of Directors on behalf of CEO including but not limited to; Board site visits, meeting minutes, summarizing board meeting evaluations, draft correspondence as well as coordinate external meetings
- Print and Prepare Quarterly Board Docket and Materials
- Monthly email for hours of service and document
- Keep master calendar of staff and update monthly
- Committee Support – schedule, draft and send agendas, materials, take and distribute minutes
- Questions, approvals, follow up on staff emails to CEO (information needed)
- Schedule and prepare packets for Donor meetings
- File/document management
- Manage expense report and reimbursements
- Domestic and international travel arrangements, both personal and business related

Knowledge and Experience:

- Superb written & verbal communication skills
- Exceptional time management and organizational skills
- Proactive style with outstanding attention to detail

- Expertise in handling complex situations and multiple responsibilities simultaneously
- Expert knowledge of extensive calendar management, domestic and international travel arrangements
- Constant ability to remain calm under pressure, flexible, resourceful and efficient
- High level of professionalism with ability to handle sensitive and confidential information
- Excellent working knowledge of Microsoft products
- A proactive style and ability to follow through on commitments and understand the importance of deadlines
- Open to overtime when applicable
- BA/BS degree required
- Strong computer skills including ability to work or learn to work in a Mac environment, proficient in Outlook, Word, Excel and PowerPoint.
- Strong organizational and multi-tasking ability
- Desire to work in a team-based, collegial, hands-on environment.

The Fairfield County Community Foundation seeks to establish and maintain diversity among its staff and is inclusive in its employment practices.