



## **Executive Assistant Job Posting**

The Community Foundation of Northern Colorado is seeking an Executive Assistant to join its collaborative, dynamic, and innovative team. This position will provide a unique opportunity to connect with the most philanthropic aspects of the Northern Colorado region in a fast-paced, community-focused, paperless office environment that often involves confidential information.

The Foundation is celebrating its 46<sup>th</sup> anniversary and currently manages hundreds of charitable funds and \$180 million in assets. We distribute millions of dollars each year in grants and programs, and more than 75 nonprofit organizations have entrusted their long-term assets to the Foundation. While we serve donors throughout the state, our service area focuses on Larimer County and the northeastern plains of Colorado. We employ 15 FTEs, and in 2014 we were recognized as Colorado's "Foundation of the Year." In just the past few years, the Foundation received gifts of water rights, mineral rights, farmland, a ranch, residential homes, art collections, and a manufacturing firm.

The Foundation's mission is to inspire and unify the communities we serve, and we do this by serving as a thought leader, a nonpartisan convener, and a catalyst for community initiatives. Recent leadership projects include:

- Serving as an advocate and funder for downtown revitalization in Loveland.
- Raising and distributing millions of dollars for mid-range and long-term recovery needs related to the fires of 2012, the floods of 2013, the hurricanes of 2017, and most recently COVID-19 and the wildfires of 2020.
- Serving as the Regional Champion for Colorado Gives Day in Larimer County.
- Strengthening the local nonprofit sector by providing coaching and consulting.
- Supporting regional discussions about water — a central issue related to conservation, regional planning, agriculture, and economic development.

Serving as the long-term steward for charitable funds is a multifaceted role that requires our employees to efficiently manage multiple projects and priorities, be knowledgeable about evolving needs in our region, and successfully prepare for and complete follow-up actions.

**DESIRED SKILLS AND ABILITIES:** We are specifically seeking applicants that have demonstrated exceptional attention to detail, unwavering integrity, and an extraordinary commitment to confidentiality. The successful candidate will be a flexible, progressive thinker who actively seeks opportunities for improvement and proposes solutions. Applicants should have both an aptitude for, and ability to effectively utilize, technology tools and services that allow our team to operate in a highly efficient environment (examples include Raisers Edge, Asana, and Zoom).

This employee must embrace our team's Statement of Values, which emphasizes servant leadership, positivity, trust, and confidentiality. Applicants should also be personable, energetic, engaging, polished, and have the knowledge and demeanor required to interact with constituents in a manner that demonstrates the benefits of having a relationship with the Community Foundation.

**QUALIFICATIONS:**

- Bachelor's degree and nonprofit experience are preferred
- At least five years of full-time relevant work experience, with at least three years supporting executives
- Excellent written and verbal communication skills

**COMPENSATION:** \$45,000-50,000 (based on education, experience, and tenure with the organization)

**BENEFITS INCLUDED:** Paid time off, 11 paid holidays, sick time, 401K contribution, medical insurance, health savings account plan, health reimbursement arrangement, vision insurance, dental insurance, short- and long-term disability insurance, and life insurance.

An offer of employment will be subject to a positive reference from the applicant's most recent employer, a signed Confidentiality Policy acknowledgement, and a standard background check performed by an employment screening company. The Foundation owns an office building in southeast Fort Collins, which is easily accessible from surrounding communities.

Applicants should carefully review the job description that follows, visit [NoCoFoundation.org](http://NoCoFoundation.org), explore [Facebook.com/NoCoFoundation](https://www.facebook.com/NoCoFoundation), and read our [Annual Report](#) prior to submitting a cover letter and resume **as one combined PDF file using the form available at [NoCoFoundation.org/jobs-opportunities](http://NoCoFoundation.org/jobs-opportunities)**. Applications will be **reviewed on a rolling basis until Friday, October 29<sup>th</sup>**, or until the position is filled.

*The Community Foundation of Northern Colorado is an equal opportunity employer and actively recruits, selects, and promotes qualified employees and volunteers, broadly representative of the community served and administers its personnel practices without discrimination. The foundation prohibits harassment of one employee by another employee or supervisor. Discrimination on the basis of age, veteran status, sex, sexual orientation, race, color or ethnicity, nationality, disability, genetic information, or religion, is prohibited in accordance with the Office of Civil Rights.*

# Executive Assistant Job Description

Status: Full Time, exempt

Reports to: President/Chief Executive Officer

## **Overview:**

The Executive Assistant ensures the Community Foundation's internal operations are effective, efficient, and responsive. This critical role helps maximize the President's productivity by initiating thoughtful, proactive, and organized support. This position also successfully coordinates the Foundation's scholarship program.

## **Principal Responsibilities:**

### **Executive Support**

- Serves as the conduit between the President, Board, leadership team, staff, donors, and the public. Develops and nurtures relationships with all stakeholders resulting in a positive and professional interaction.
- Actively and efficiently manages the President's calendar, including meeting scheduling. Prepares support documents and collects background information as needed to prepare the President for meetings. Supports with necessary meeting follow-up.
- Monitors and helps manage the President's email. Sends professional communication on their behalf while maintaining the highest level of confidentiality.
- Prioritizes incoming issues and addresses concerns addressed to the President, including those of a sensitive or confidential nature.
- Follows up on contacts made by the President and supports the cultivation of ongoing relationships.
- Records and updates information in CRM database (Raiser's Edge) related to the President's meetings and activities.
- Prepares and submits the President's expense report.
- Coordinates the provision of other administrative support to the President's activities as needed.

### **Board and Governance Support**

- Serves as the President's administrative liaison to the Board of Trustees, maintaining discretion and confidentiality at all times.
- Works with President to develop and maintain Board of Trustees and Executive Committee meeting calendars and annual work plans.
- Handles agenda and meeting preparation/ logistics, attends, and records the minutes for the Board of Trustees and Executive Committee meetings.
- Sends out notices for Board and Committee meetings and tracks attendance.
- Updates and maintains board orientation materials and board bios.
- Maintains external online tool (OnBoard) for Board of Trustees to access necessary documents, current meeting information, and archived information.
- Maintains and coordinates revisions to the Foundation's articles of incorporation, bylaws, committee charters, policies, procedures and associated work plans.
- Initiates an annual policy approval and conflict of interest disclosure process for the Board.

- Complies with applicable rules and regulations set forth in the Foundation bylaws and in the National Community Foundation Standards regarding board and board committee matters, including advance distribution of materials before meetings.

### **Scholarship Coordination/Philanthropic Services Support**

- Implements and promotes the Foundation's scholarship program in a strategic, efficient, and effective manner.
- Understands and coordinates criteria and operations of all scholarship funds, scholarship application and processes, and the Foundation's online scholarship software.
- Processes scholarships, including the provision of technical assistance to student applicants and recipients.
- Maintains relationships with scholarship fund holders where applicable.
- Establishes and maintains regular contact with scholarship officials at educational institutions.
- Coordinates and supports the scholarship review and distribution process.
- Maintains records on scholarship funds and student recipients, ensuring proper follow up.

### **General**

- Promotes trust, demonstrates integrity, provides leadership, and supports Foundation priorities.
- Approaches work in a proactive, versatile, and efficient manner. Understands that projects and communication will often be of a sensitive nature and will require the highest level of confidentiality.
- Effectively uses technology tools to assist in managing multiple projects with varying deadlines.
- Provides back-up support to the Operations/IT Specialist and interns in greeting visitors, answering calls to the main phone line, and ensuring adequate staff coverage during regular office hours.
- Assists with donor-related events/programs as requested, including the Annual Celebration of Philanthropy.
- Performs all other duties as assigned by the leadership team.