



The Boston Foundation believes that one of the great strengths of the Greater Boston community is the rich diversity of its residents in race, religion, national origin, ethnicity, sex, sexual orientation, gender identity, genetic information, age and physical abilities. The Foundation seeks to enhance and support that diversity, not only by its grant making, but also by adopting and implementing employment policies and practices designed to recognize and respond to such diversity.

The Boston Foundation is an Equal Opportunity Employer. We encourage applications from people with diverse backgrounds and experience.

All applications should be submitted online. Go to <https://www.tbf.org/who-we-are/careers> and select “Executive Assistant, Philanthropy” to complete our online application process.

Job Description

Title: Executive Assistant to the Senior Vice President and Chief Philanthropy Officer

Department: Philanthropy Group

Reports To: Senior Vice President and Chief Philanthropy Officer

FLSA Classification: Exempt **FTE:** 1

Supervises: None

Hybrid Schedule (subject to change): In office Tuesday, Wednesday, Thursday. Remote work Monday and Friday.

Position Summary:

The Executive Assistant plays a central role in helping to organize and leverage the Senior Vice President’s impact both internally and externally. This is accomplished by, strategically organizing and managing the SVP’s schedule to maximum effect, handling external and internal correspondence (phone, email and other forms of communication), organizing and preparing materials for meetings (including quarterly Development Committee meetings), managing numerous special projects, managing the department budget and proactively ensuring appropriate involvement and engagement of external partners as well as staff within the Philanthropy Group and other departments.

Essential Functions:

- Serves as the primary support person for the Senior Vice President and the major activities and special initiatives the Senior Vice President oversees;
- Acts as a frequent point of contact for Foundation staff working with the Senior Vice President, as well as outside partners, many of whom are high-level donors, prospects, advisors and corporate, public, and civic leaders;

- Strategically manages the Senior Vice President's schedule, coordinates meetings with other Foundation staff and outside individuals, answers and routes telephone calls, organizes a wide range of internal and external information;
- Manages all logistics and preparation of materials for quarterly Development Committee meetings and other Committee meetings as requested;
- Serves as liaison to all Board members for the Senior Vice President;
- Administers special funds in partnership with the Senior Vice President, coordinating with Finance and Fund Administration, as well as other members of the Development and Donor Services team to ensure smooth implementation;
- Manages the department budget, in coordination with the Senior Vice President;
- Coordinates, sometimes in conjunction with other staff, internal and external meetings, convenings, conferences and other special events, and develops agendas and supporting materials, including PowerPoint presentations as necessary;
- Ensures timely and accurate communication on behalf of the Senior Vice President, including the handling/tracking of phone calls, email correspondence, message transmission, and fulfilling requests for information;
- Prepares and edits correspondence, memoranda, invoices and expense reimbursements for the Senior Vice President's review;
- Maintains prospect, donor and fund records in Salesforce database; ensures timely entry of activities;
- Works collaboratively with colleagues to implement and uphold data integrity protocols to ensure accurate reporting and inform departmental activities;
- Prepares and maintains the Senior Vice President's project files;
- Attends meetings and prepares meeting minutes as necessary; and
- Opens, scans, and distributes the Senior Vice President's mail.

Other Duties and Responsibilities:

- Individuals assigned to this position may perform other duties as assigned.

Qualifications

Preparation, Knowledge, Previous Experience:

- At least 6 years of office-based administrative experience, preferably supporting a senior level executive.

Skills, Abilities, Competencies:

- Familiarity with and interest in the non-profit sector, development, and/or key issues facing Greater Boston communities; familiarity with non-profit management is a plus;
- Excellent administrative, organizational and calendar management skills; impeccable attention to detail and accuracy;
- Excellent written and verbal communication skills; strong customer service orientation;
- Excellent proofreading and editing skills;
- A self-starter who can anticipate the needs of the Senior Vice President;
- Proven relationship building skills desired;

- Strong knowledge of Microsoft Office products - especially Word, Excel, Outlook and Power Point; database experience (Salesforce) strongly preferred;
- Excellent data management and reporting skills;
- Professional and mature interpersonal style, ability to interact well with a diverse range of people;
- Must be independent, proactive and able to work under the pressure of tight deadlines;
- Strong goal orientation with flexibility to adapt to changing priorities;
- Participatory work style; team player and sense of humor; ability to give and receive feedback; and
- Ability to handle confidential matters in a discreet manner.

Working Conditions & Physical Demands:

- Ability to work at workstation for long periods of time;
- Ability to use a keyboard for extended periods of time; and
- Ability to work on-site and remotely, as needed.

The content is intended to describe the general nature and level of work being performed by persons assigned to this job. It is not intended to constitute an exhaustive list of all responsibilities and duties required.

External and internal applicants, as well as position incumbents, who are or become disabled as defined under the Americans with Disabilities Act or applicable state law, must be able to perform the essential functions of the job (including those listed above) either with or without reasonable accommodation. Reasonable accommodation, if any, will be determined by management in consultation with the employee on a case-by-case basis.

This job description is intended to be general and may be revised from time to time. At management's discretion, the employee may be assigned different or additional duties from time to time.