



# **NGCF IS HIRING: EXECUTIVE ASSISTANT TO THE PRESIDENT**

## **THE POSITION**

The primary responsibility of this role is to support the work of the NGCF President & CEO as well as special projects supporting the Foundation's mission, while maintaining strong relationships with the Foundation's fund holders and grantees.

## **ESSENTIAL JOB DUTIES**

### **Fund-Holder Services**

- Develop & maintain strong relationships with the NGCF individual fund holders and their families and non-profit fund holders.
- Provide high-level client service to NGCF fund-holders and non-profit partners.

### **Administrative Responsibilities for President & CEO**

- Serve as the liaison for the President & CEO to NGCF fund holders and community and provide support for her role.
- Partner with President & CEO on programs and projects benefiting NGCF.
- Manage President & CEO's calendar and appointments.
- Prepare reports for the President & CEO
- Oversee fund holder correspondences such as birthdays, special events, etc.

### **Special Projects**

- Manage fund holder paper and online files
- Manage existing policies and create new policies as directed
- Create and maintain new fund agreements
- Other special projects as assigned

### **Operational Responsibilities**

- Welcome guests to the foundation office and answer and direct incoming telephone calls to appropriate team members
- Manage and maintain the phone system (i.e., trouble shooting, internal extension set-up and user training)
- Process outgoing mail and sort and distribute incoming mail
- Monitor office supplies, building supplies and equipment inventories and manage the replenishment appropriately
- Serve as the back-up for the building and maintenance management
- Develop and maintain the records retention and destruction system

**JOB DESCRIPTION CONTINUED...**



## CONTINUED...

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### Board Responsibilities

- Prepare board packets and upload all necessary documentation to board portal in a timely manner
- Organize annual board orientation, including creating/updating board manual
- Responsible for publicizing, organizing, ordering food and setting up all meetings of the Board and/or various committees
- Maintain attendance, biographical and contact information and term records for the Board
- Maintain calendar of due dates for reports and required board actions
- Be responsible for the security of confidential information within the foundation
- Maintain the Board Code of Ethics documents
- Manage board giving program
- Prepare and disseminate meeting minutes and background materials in a timely manner
- Maintain and communicate meeting schedules and notices to appropriate parties and assist with the coordination of committee meetings and Foundation activities

### Additional Responsibilities:

- Perform other duties as assigned by the President & CEO

### QUALIFICATIONS

- Undergraduate degree required or equivalent experience
- 2-3 years of experience in supporting the work of a non-profit or business, executive assistant experience a plus
- Intermediate knowledge of Excel required.
- A forward thinker, who is proactive and able to think outside the box while being very detail-oriented and organized
- Ability to plan strategically, set priorities, multi-task and communicate effectively
- Ability to analyze numbers for discovery and planning purposes & maintain fund holder records
- Strong team building and partnership skills
- Strong communication & interpersonal skills
- Use of personal vehicle required

### SKILLS AND ABILITIES REQUIREMENTS

- Ability to strategically plan and organize
- Proven ability to interact favorably with constituents and team
- Skills in database software management desired; knowledge of Word, Excel and Outlook

**SUBMIT YOUR RESUME & COVER LETTER TO  
MICHELLE PRATER: [MPRATER@NGCF.ORG](mailto:MPRATER@NGCF.ORG)  
BY FRIDAY, OCTOBER 4 AT 5:00 P.M.**

