

## **THE WOMEN'S FOUNDATION OF COLORADO (WFCO)**

### **Executive Assistant and Office Manager Job Description**

#### **The Organization**

The mission of The Women's Foundation of Colorado (WFCO) is to build resources and lead change so that every woman and girl in Colorado achieves her full potential. WFCO is the only community foundation in Colorado focused on women and girls achieving economic self-sufficiency. Through collective philanthropy, we create opportunities and remove barriers by investing in research, advocating for systemic changes, partnering with nonprofits, and creating opportunities for donors to connect their philanthropy with positive community outcomes for women and girls.

**Position:** Full Time, Exempt

**Description:** This position serves the executive administrative needs of the President/CEO and the Board of Trustees as well as supports office administration.

The majority of time and effort in this position is dedicated to the executive support of the President/CEO and Board. Approximately one quarter of the assistant's time is dedicated to maintaining efficient organizational and office operations.

**Accountability:** Reports to the President/CEO

**Responsibilities:** Provides administrative support to executive leadership and supports general organizational and office administration as well as other functions as requested including, but not limited to, the following:

- Organizes and maintains President/CEO's calendar, keeping her informed for all pending appointments and meetings. Vets internal and external requests. Prepares travel arrangements for President/CEO.
- Takes initiative and advises the President/CEO on board- and organization-related priorities as necessary.
- Plans and executes bi-monthly board meetings and manages the production and organization of board meeting materials including minutes.
- Maintains Board materials, rosters, and online portal.
- Occasionally manages special projects, including but not limited to special events, meetings, and other tasks as requested by the President/CEO.
- Works closely with the development team in coordinating the President/CEO's outreach activities.
- Types, proofreads, and suggests appropriate word changes in correspondence and other documents.
- Collects and distributes office mail. Promptly and accurately completes a daily checklog.

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- Handles office administration functions including working with vendors and DU, maintaining common spaces, and ordering supplies.
- Manages general calendar. Schedules meetings, conference rooms, coordinates materials/equipment needed for meetings, arranges for meals and other needs as required.
- Ensures files are organized and kept current, including classifying, arranging and storing files and information electronically and otherwise.
- Answers telephone calls and e-mail messages courteously and promptly, screens and relays calls, takes messages or furnishes caller with requested information, and sets-up conference calls. Maintains the main office line and e-mail inbox.
- Monitors, prioritizes and organizes daily workflow to meet project deadlines.

#### **Qualifications:**

- A minimum of 5 years of administrative experience, preferably in a nonprofit environment.
- Strong proficiency in MS Office (Outlook, Word, Excel, PowerPoint), Raiser's Edge or other database experience, and eagerness to explore and learn new software. Accurate and proficient typing and strong writing skills.

#### **Skills & Abilities:**

- Believe in WFCO's mission and embodies our values of promise; leadership; community; knowledge and learning; diversity, equity, and inclusion; and stewardship and accountability.
- Possess the initiative, creativity, flexibility, and commitment needed to support executive leadership.
- Proven ability to organize and prioritize tasks as well as strong creative problem solving skills.
- Ability to work under minimal supervision or direction.
- Independent and self-driven. Ability to identify inefficient systems and strategize and implement solutions.
- Ability to manage up, be proactive, and respond to change in a fast-paced environment.
- Appreciation for the benefit of collaboration and ability to work well in a team.
- Highly discrete and able to be trusted with confidential information relating to the organization and its staff.
- Excellent attention to detail.
- Excellent oral and written communications skills.
- Sense of humor, personable, and able to establish good rapport with internal and external contacts and employees with a "can-do" attitude.
- Ability to work effectively under pressure to meet tight deadlines.
- Ability to work occasional evenings and weekends as needed.
- Ability to perform simple arithmetical calculations.

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Salary range of \$50,000-\$60,000 commensurate upon experience in addition to a generous benefits package. Interested candidates should forward the following, preferably in PDF format, to [camishav@wfco.org](mailto:camishav@wfco.org) with the subject "Executive Assistant and Office Manager."

- 1) Resume
- 2) One-page cover letter demonstrating the passion, experience, and skills that make you the ideal candidate for our dynamic team
- 3) Contact information for three professional references

*Applications will be reviewed on a rolling basis and the position will be open until filled. No phone calls, please.*

***It is the policy of The Women's Foundation of Colorado (WFCO) not to discriminate against employees, job applicants, board members, program participants, volunteers or clients on the basis of sex, race, color, national or ethnic origin, religion, sexual orientation, gender identity, age, physical ability, military or veteran status, or any other characteristic protected under federal, state or local law. WFCO is an EEO/AA employer. We are dedicated to providing a work environment free from discrimination and harassment, and where employees are treated with respect and dignity.***

*Updated 12/09/2016*

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