

Executive Assistant to the President/CEO

The Community Foundation for Greater Buffalo (Foundation) is seeking to hire an Executive Assistant to the President/CEO.

JOB SUMMARY

The Executive Assistant reports directly to the President/CEO. As an administrative professional, the Executive Assistant will manage the daily activities of the President/CEO and should thrive on keeping all administrative aspects of that role organized and moving forward. The Executive Assistant anticipates the needs of the President/CEO and helps to resolve operational, administrative and scheduling issues before they arise. In addition to being organized and analytical, the Executive Assistant possesses strong business judgment and the communication skills to interact with a wide variety of people. This position also supports the CFO on a limited basis. Salary commensurate with experience. The position is full-time with fringe benefits available.

KEY RESPONSIBILITIES

- Coordinates workflow to support a fast-paced and priority-driven work environment. This includes overseeing the coordination of the President/CEO's calendar for meetings and events, presentations, travel arrangements, and registration for conferences/trainings.
- Proactively ensures the provision of prompt, accurate, confidential and professional services to the CEO, Board of Directors, and the Foundation Management Team, including the preparation of reports, correspondence and presentations.
- Serves as the primary point of contact for the President/CEO and Board members for internal and external key stakeholders, including, volunteers, current and prospective clients, community leaders and government officials.
- Schedules Board and Committee meetings, manages agendas, prepares meeting minutes, and provides overall administrative support to the Board of Directors, Board Committees, other committees as needed, and the Foundation's Management Team.
- Reconciles the President/CEO's expense reports on a monthly basis.

QUALIFICATIONS

- At least 5 years' experience working with and supporting C-level organizational leaders.
- Advanced mastery of computer skills, including Adobe, Microsoft Word, Excel, Outlook and PowerPoint.
- Detail-oriented with the ability to manage multiple responsibilities simultaneously in an organized and flexible fashion.
- Capable of exercising good judgment with problem solving, setting priorities and decision making.
- Aptitude for learning new technologies and utilizing systems that promote efficiency and effectiveness.
- Effective at project management, including working independently as a self-starter.
- Excellent oral and written communication skills; ability to communicate at a professional level to Board, staff, and the community including the ability to maintain positive relationships with people at all levels of an organization and in the community.

ABOUT THE FOUNDATION:

The Community Foundation for Greater Buffalo, a 501(c)(3) organization, established in 1919 to enhance and encourage long-term philanthropy in the Western New York community. The Community Foundation's mission is: Connecting people, ideas and resources to improve lives in Western New York. For over 95 years the Community Foundation has made the most of the generosity of individuals, families, foundations and organizations who entrust charitable assets to the Community Foundation's care. The Foundation has a very clear vision: A vibrant and inclusive Greater Buffalo region with opportunity for all.

APPLICATION PROCEDURE

We're looking for top talent: people who want to use their abilities to make a lasting difference. If that's you, then please send a cover letter explaining your interest in this position and what you would bring to the Community Foundation for Greater Buffalo. Send cover letter and resume as a single Word or PDF document via email to: Jobs@CFGB.org. No calls please. Application deadline: Open until filled.

The Community Foundation for Greater Buffalo is an equal opportunity employer committed to valuing diversity and practicing inclusion.