



Board Governance and Executive Office Assistant

Position:	Regular, Full Time, Non-Exempt
Department:	Executive
Reports to:	Chief of Staff and Senior Executive Assistant
Supervises:	N/A
Revised:	January 2020

Summary:

In collaboration with the Chief of Staff and the Senior Executive Assistant, the Board Governance and Executive Office Assistant (“BG&EOA”) provides advanced executive-level administrative, board governance and project support to the executive team of the foundation.

Responsibilities and Expected Outcomes:

Executive Office Administration

- In collaboration with the Senior Executive Assistant, provide administrative support as requested to the President/CEO and Chief of Staff.
- Serve as primary back-up support to Senior Executive Assistant during extended periods of absence or times away from desk: screen incoming calls for President/CEO, exercising judgment in determining level of urgency and follow-up and responding on CEO’s behalf, if applicable; greet and attend to visitors, providing superior hospitality; manage appointments and other general miscellaneous administrative tasks as assigned.
- Coordinate, manage and track special events (City Club tables, sponsorship events, meetings, conferences, etc.) for the executive office which may include top-level executives, board members and/or staff as attendees.
- Work in partnership with the Senior Executive Assistant to prepare executive department VIP lists and special project communications (i.e. annual meeting, Anisfield Wolf Book Awards).
- Assist Senior Executive Assistant with scheduling of recurring meetings for President/CEO (i.e. All-Staff meetings, 1:1 staff meetings, foundation board and committee meetings).
- Under direction of Chief of Staff, assist with executive committee meetings, (scheduling of meetings, preparation of agendas and meeting materials, catering if needed, back-up support of taking minutes when Chief of Staff is absent etc.).



- Assist in calendar management/scheduling of meetings for Chief of Staff paying close attention to his/her weekly commitments and advising in advance of any potential conflicts with schedule. Ensure Chief of Staff is involved in all pertinent meetings on President/CEO's calendar.
- Assist Chief of Staff and Executive Office, in partnership with the Senior Executive Assistant, to manage administrative needs for special initiatives and projects as they arise.

Board Governance

- Assist Chief of Staff with the overall management of administrative processes related to foundation board of directors and board standing committee meetings which may include but are not limited to, board meeting site visits, board retreats, meeting room prep/catering/clean-up, board/committee materials & docket preparation, e-governance processes (i.e. Board Effect) including e-voting, electronic delivery of meeting materials, as well as management of the board portal to maximize efficiencies and transparency.
- In collaboration with the Chief of Staff, develop and maintain board of directors' annual calendar including the management of Outlook meeting invites for board and committee meetings for staff and board of directors; maintain public and private board of directors contact rosters; track, update and maintain board member and staff conflicts of interest records as it relates to grantmaking and the foundation's scope of work.
- Support the Chief of Staff in addressing matters pertaining to the Board Governance Committee (e.g. board composition matrix, appointments, reappointments, orientations, evaluations/assessments, retirements and recognitions, board education/advancement etc.) to meet the requirements outlined in the governing instruments.
- Maintain organized, accurate and current board governance files on foundation's internal shared network drives to assist with the appropriate recording, archiving, and distribution of board related materials.
- Support Chief of Staff on special board related projects as needed.

Miscellaneous

- Collect, open and distribute incoming and outgoing USPS mail for executive team.
- Use Intellilink system to reconcile, prepare and submit accurate and timely expense reports (cash and credit card) for President/CEO and Chief of Staff.
- Prepare thank you notes, purchase sympathy cards/flowers and gifts for special occasions as needed.
- Maintain files in compliance with records management policies.
- Other administrative or project-related duties as assigned.

Essential Qualifications, Credentials and Technical Skills required:

- A minimum of five years of progressively responsible experience in a senior administrative or executive assistant role, including preparing high-level written communications and reports, project management and follow-up, and cross-departmental collaborations. Bachelor's degree or Associate degree preferred.
- Proven track record of independent judgment and decision-making in matters of a confidential and/or non-routine nature; ability to anticipate needs of the executives.



- High level of integrity and ability to maintain confidentiality.
- Ability to work well under pressure and prioritize multiple assignments and activities simultaneously with a series of continuous deadlines while demonstrating excellent organizational skills, attention to detail, and flexibility.
- Ability to take a proactive role in team efforts, promoting cooperation and collaboration among others internal and external to the organization. Experience working as part of a multidisciplinary team and working effectively with persons and communities from diverse cultural, social, and ethnic backgrounds.
- Demonstrated ability to consistently put forth a positive and proactive professional approach to work, with an emphasis on exceptional service across and outside of the organization.
- Exceptional communication skills across all platforms with exceptionally strong writing acumen.
- Advanced user of Microsoft Outlook and the Microsoft Office Suite (Word, Excel, and PowerPoint), Adobe Acrobat and exceptional internet research skills.
- Ability to work flexible hours including occasional early morning, evenings and/or weekends when necessary.
- Some event planning experience.
- Familiarity with Corporate or Board Governance best practices and/or legal documents.
- Familiarity with Cleveland's nonprofit sector is preferred.

APPLICATION PROCESS:

Starting salary for this position will be commensurate with the selected candidate's background and experience. The foundation offers an exceptional benefits package including medical, dental, vision, life and disability coverage, a comprehensive wellness program, a fully vested 403(b) retirement plan and two weeks of vacation the first year of service, prorated based on date of hire. If you are interested in applying for this position, please send a resume and cover letter **indicating salary requirements** to resumes@clevelandn.org by February 3, 2020. ***We regret that we cannot respond personally to each applicant.***

Our Mission:

to enhance the lives of all residents of Greater Cleveland, now and for generations to come, by working together with our donors to build community endowment, address needs through grantmaking, and provide leadership on key community issues.

Our Vision:

to use the power of philanthropy to enable Greater Cleveland to be a great and global American city. Together with our donors and partners, we will make innovative, impactful, and internationally recognized contributions to the field of philanthropy.

Equity Integrity Leadership Innovation Service Learning Partnership