

Executive Assistant

The Foundation for Enhancing Communities (TFEC) is searching for a Team Member reporting directly to the President & Chief Executive Officer, who will serve as the administrative lead for The Foundation for Enhancing Communities (TFEC) by ensuring an orderly flow of information between the President & Chief Executive Officer, the Executive Leadership Team and the Board of Directors. To provide confidential support to the President & Chief Executive Officer. To support TFEC's donors, grantees and students by overseeing all charitable acknowledgements and communications. To properly maintain files, provide prompt and professional interactions with visitors, donors, grantees and students. To identify, build and maintain effective & efficient procedures and processes.

Major Accountabilities:

- Collect, open, date stamp and sort the mail from the post office.
- Deposit the mail to the mailbox at the end of the day.
- Process all donor thank you letters maintaining the necessary copies.
- Process all grant and scholarship checks and letters, maintaining the necessary copies.
- Maintain scholarship fund thank you notes, make copies and place in appropriate files, mail originals to donors.
- Assist with the coordination of the President/CEO's calendar, meeting schedules, travel planning etc.
- Organize and calculate President/CEO's business expenses and submits for processing
- Assist in the scheduling, planning, preparation and follow up for all meetings events as assigned.
- Liaison to TFEC's Board of Directors including:
 - Schedule/Coordinate all Board meetings
 - Assist in preparing meeting materials
 - Disseminate materials
 - Attend and take minutes of the Board of Directors meetings
 - Maintain the Permanent Minutes Books
 - Track Board participation
 - Coordinate new Board member orientation/annually update Board handbooks
- Provide Governance support and oversight for Board and Committees
 - Facilitate the distribution and collection of the Confidentiality and Conflict of Interest Forms and others as needed
 - Committee Charters
 - Term Limits
 - Rosters

- Prepare correspondence and disseminate as requested; process requests for information as needed
- Assist with needs for fundholders, donors, consultants and vendors as requested
- Use of client relationship management database-Foundant
- Maintain the Charitable Gift Certificates inventory and distribution spreadsheet.
- Serve as the CASA liaison for thank you letter preparation and check distribution.
- Serve as the backup for the Administrative Assistant.
- Assist with special projects as requested
- Other duties as assigned.

Qualifications:

- Education should be equivalent to a 4-year college degree or substantial experience in the field.
- Bachelor's degree preferred.
- Five years or more in a similar capacity at a nonprofit organization.
- Experience in working with boards and committees in nonprofit organizations.
- Ability to execute professional initiative and exercise good judgment
- Work proficiently and independently within a Team environment.
- Outstanding written and oral communication skills.
- Outstanding customer service skills
- Outstanding attention to detail
- Ability to analyze and think critically.
- Excellent time management and organizational skills.
- Excellent technology skills and experience with Microsoft 365 is non-negotiable.
- Ability to be trained on and become proficient in the Foundation's CRM.
- Ability to manage and learn emerging technology
- Reliable and dependable.

We offer a diverse and fulfilling work environment where being a part of a Team is non-negotiable. We offer a competitive salary and an outstanding benefits package. We are an equal opportunity employer.

Visit <https://www.tfec.org> for more information on our organization.

Applications should send a letter of interest and resume to info@tfec.org. Materials will not be accepted without salary requirements and three professional references.