

# *Community Foundation of Southern Wisconsin, Inc.*

## **Position Description Executive Assistant**

### **Mission**

*We match personal philanthropy with community need.*

### **POSITION SUMMARY**

Working under the direction of the President/CEO, this 16-hour/week position assists with the communications and programming functions of the Community Foundation. The Executive Assistant will work with staff, committees, volunteers, donors and fund founders, charitable agencies, and the public. Regular travel between counties may be required; reliable personal transportation needed. It is important to note that this job description is subject to change as deemed necessary by the President/CEO for effective pursuit and achievement of the Community Foundations' mission and strategic plan.

### **MAJOR RESPONSIBILITIES**

#### **Executive Support**

- Provides administrative support to the President/CEO in preparing correspondence, reports, contracts, scheduling meetings, and managing calendar
- Prepares and distributes agenda and board packets to the board and committee members
- Attends board, committee and executive committee meetings recording the minutes & works with President/CEO on post-meeting follow-up items
- Assist in creating Ex Polls for Board
- Proofreading fund agreements, proposals and other materials
- Assist in creating Weekly All-Staff meetings agendas
- Preparing payment sheets, grant requests and payables for CEO signature and review
- Assist in answering incoming phone calls for the President/CEO
- Coordinates all meeting arrangements including rsvp's, catering needs and post-event
- Manage President's correspondence (email and US mail) and prepare President for meetings
- Coordinates maintenance of CFSW donor database

#### **Special Events**

- Participates with the team in planning and executing special events
- Assist with special projects as requested by President/CEO

### **QUALIFICATIONS & REQUIREMENTS**

- Understands and supports the mission and goals of the Community Foundation of Southern Wisconsin
- Passionate about making Southern Wisconsin a more vibrant and livable community
- Ability to maintain strict confidentiality of sensitive information
- Sensitive to our diverse constituents, including many ages, races, income levels, and interest areas, and any other class protected by law
- Knowledgeable of Microsoft Word, Excel, Outlook, and database management
- Professional and courteous interpersonal, written, and oral communication skills
- Detail-oriented, organized, self-starter with creative and innovative ideas
- Ability to manage multiple tasks while delivering results per timeline
- Flexible and adaptable to the changing needs of the foundation

### **EDUCATION AND/OR EXPERIENCE**

- Completion of an Associate's Degree and/or demonstrated office experience

### **REPORTS TO**

President/CEO

Location: Janesville, WI Office

### **HOURS AND COMPENSATION**

Part-time position (16 hours/week) Monday – Thursday with variable hours and local travel. Eligible for part-time benefits; compensation is based on education and experience.

For questions or to apply please email Wyatt Jackson, CFSW President/CEO, at [wyatt@cfsw.org](mailto:wyatt@cfsw.org) with your resume and cover letter. In your cover letter, please be sure to include a range for your desired hourly rate.