



The Denver Foundation

JOB TITLE: Executive Assistant (Impact)

REPORTS TO: Chief Impact Officer

FLSA STATUS: Non-Exempt

POSITION SUMMARY:

The Executive Assistant provides support to the Chief Impact Officer (CIO) and two Impact Senior Directors, helping to promote their effectiveness and to ensure the efficient use of their time. The Executive Assistant also supports several of the foundation's committees, including the Advisory Committee for Community Impact (ACCI), Impact Committee, Professional Advisor Committee, and Impact Investing Committee.

RESPONSIBILITIES & ESSENTIAL FUNCTIONS:

- Maintain CIO's appointment schedule by planning and scheduling meetings, events, calls, and travel
- Prepare agendas, materials, and communications, and make arrangements, such as coordinating catering for luncheons, for committees, and external meetings of the CIO and Impact Senior Directors
- Compile, transcribe and distribute minutes of committee meetings
- Prepare and process invoices, grants, contracts, and other documents, for the CIO and Impact Senior Directors
- Assist with Impact Investment closings, including the collection of existing documents and stewarding the creation of final contracts
- Prepare and support focus groups and surveys for the Director of Engaged Learning
- Manage addendums and client relation administration for major family office client
- Provide meeting support, including materials, technology, and minutes for internal Impact Group department meetings
- Assist the CIO with any special projects
- Perform other duties and projects as assigned

REQUIRED QUALIFICATIONS:

- Outstanding written and verbal skills
- Strong attention to detail and customer service orientation
- Highly skilled in the use of Microsoft products
- Organized and able to prioritize work efficiently and meet deadlines
- Excellent problem-solving, organizational, and time-management skills
- Works well under pressure
- Ability to handle multiple tasks with little or no supervision
- Excellent troubleshooting skills
- A team player who is energetic, hardworking, and takes the initiative to do the best job possible
- An unwavering commitment to racial equity
- Belief in the model of community foundations

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- Ability to build relationships with people of diverse backgrounds, perspectives, and cultures

PREFERRED QUALIFICATIONS:

- Background with nonprofit organizations or philanthropy

WORK ENVIRONMENT: The position is based in an office environment with a mix of private offices and cubicles.

PHYSICAL DEMANDS:

- Daily communication via phone
- Frequent extended hours in front of a computer screen with or without accommodations
- Occasional early morning and evening events
- Regular group and public speaking

ADDITIONAL ELIGIBILITY QUALIFICATIONS:

- Must be authorized to work in the United States

OTHER DUTIES: Please note that this job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities that are required of the employee for this position. Duties, responsibilities, and activities may change at any time.

COMPENSATION: This is a full-time, non-exempt position. The Denver Foundation offers a competitive benefits package, including paid time off, retirement contributions, tuition assistance, and medical, life, and disability insurance. The starting compensation range for this position is \$24.04 to \$26.44 per hour, depending on experience.

THE DENVER FOUNDATION'S ANTI-DISCRIMINATION POLICY: The Denver Foundation shall not discriminate based on race, color, religion (creed), gender, gender expression, age, national origin (ancestry), disability, marital status, sexual orientation, or military status, in any of its activities or operations. These activities include but are not limited to hiring and firing staff, selection of volunteers, selection of vendors, and provision of services.

The Denver Foundation practices and champions inclusiveness in our community. We honor all community members' diverse strengths, needs, voices, and backgrounds. Candidates from traditionally marginalized communities are especially encouraged to apply.

JOB DESCRIPTION STATEMENT:

I have read and understand and accept the job description, including the qualifications and the requirements of the described position. I certify that I can and will perform the duties and all responsibilities required for this position.

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Printed Name:

Date:

Signature: