



The Denver Foundation

JOB TITLE: Executive Assistant and Board Liaison

REPORTS TO: President/CEO

FLSA STATUS: Exempt

POSITION SUMMARY:

The Executive Assistant and Board Liaison provides support to the President/CEO, the Board of Trustees, and the Board's standing committees, helping to promote their effectiveness and to ensure the efficient use of their time. This role facilitates work and communications between the CEO, the Board, and the rest of the foundation. The Executive Assistant and Board Liaison also provides general administrative support to the foundation's executive team and executive department.

RESPONSIBILITIES & ESSENTIAL FUNCTIONS:

- Maintain the day-to-day activities of the President/CEO, including calendar management, event coordination, expense reporting, meeting logistics, travel, budgeting, and contact lists
- Develop materials needed by the President/CEO to prepare for meetings; handle CRM database for CEO and archive relevant materials for meetings and key relationships
- Assist the President/CEO by routing correspondence, drafting letters and documents, and collecting and analyzing information as needed
- Assist the CEO and the Chief of Staff with any special projects
- Support the Chief of Staff in executing staff meetings, all-staff events, an annual Board retreat, and additional projects as needed
- Support the Chief of Staff and Director of Human Resources with tasks and scheduling of meetings as needed.
- Provide meeting support as needed for the CEO, the executive team, the Board, and all standing committees
- Schedule and coordinate Board and standing committee meetings; prepare and compile committee and Board materials, agendas, and meeting packets
- Record and distribute minutes for the Board of Trustee meetings and selected standing committees of the Board
- Maintain Board distribution lists and contact information, send out and track annual Board forms and surveys, and coordinate committee selection process
- Maintain discretion and confidentiality at all times and in relationships with all staff and Board members
- Occasionally, serve as backup support for the front desk team

REQUIRED QUALIFICATIONS:

- At least three years of experience supporting a Sr. Level or C-Suite Level Executive or equivalent experience in a similar administrative role considered
- Outstanding written and verbal skills
- Strong attention to detail and customer service orientation

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- High level of technological competency, including but not limited to Microsoft Office, especially Outlook; meeting support; medium-level technology troubleshooting
- 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
- Ability to handle confidential information with the utmost discretion
- 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
- Ability to build relationships with people of diverse backgrounds, perspectives, and cultures

PREFERRED QUALIFICATIONS:

- Experience working with boards is strongly preferred
- Experience planning complex meetings for large numbers of people
- Knowledge of SharePoint and OneDrive

WORK ENVIRONMENT: The position is based in an office environment with a mix of private offices and cubicles. Although the position duties will mostly occur within the foundation's regular business hours, the Executive Assistant and Board Liaison should expect to be reachable by the CEO and, on occasion, other executive team members outside those hours, within reason.

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 the activities, duties, or responsibilities 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 contribution, tuition assistance, and medical, life, and disability insurance. The starting salary for this position ranges from \$62,000 to \$68,000, depending upon experience.

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THE DENVER FOUNDATION'S ANTI-DISCRIMINATION POLICY: The Denver Foundation shall not discriminate on the basis of 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 of staff, selection of volunteers, selection of vendors, and provision of services.

The Denver Foundation practices and champions inclusiveness in our community. We honor the diverse strengths, needs, voices, and backgrounds of all members of our community. 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.

Printed Name:

Date:

Signature: