



# Administrative Assistant

## Our Mission

The Pincus Family Foundation's mission is to support our nonprofit partners to develop and enhance programs that improve the lives of children, their families, and their communities.

## Job Summary

The Pincus Family Foundation has the perfect opportunity for a highly organized and team minded individual who will support the President and CEO. This position is an in-person role consisting of a four-day work week. The ideal candidate must be comfortable working with a small team in an office located in Sewell, NJ, and be willing to travel when needed.

## Position Overview

The Administrative Assistant serves as a strategic partner to the CEO and essential support to the Programs Team, ensuring seamless operational excellence that enables the Foundation to maximize its impact. This role combines high-level executive support with project coordination and systems management, requiring exceptional organizational skills, discretion, and the ability to anticipate needs in a fast-paced philanthropic environment.

## Key Responsibilities

### Executive Support

- Manage complex calendar coordination, prioritizing meetings and commitments that align with Foundation priorities
- Handle confidential correspondence, communications, and documentation with professionalism and discretion
- Prepare briefing materials, reports, and presentations for CEO meetings and external engagements
- Coordinate domestic and international travel arrangements, including detailed itineraries and logistics
- Liaise with CEO at external meetings and events as needed

### Financial and Administrative Management

- Process and track CEO and Foundation expenses, ensuring compliance with policies and timely reporting
- Manage vendor relationships and serve as primary contact for consultants and service providers
- Oversee contract administration and maintain organized filing systems for key documents

## **Meeting and Event Coordination**

- Plan and execute board meetings, committee sessions, and stakeholder convenings from concept to completion
- Coordinate logistics for in-person and virtual events, including technology setup and troubleshooting
- Prepare comprehensive meeting materials, facilitate smooth operations, and compile detailed minutes
- Track action items and follow up on task completion to ensure accountability

## **Systems and Database Management**

- Maintain and optimize internal databases, ensuring data accuracy and accessibility
- Serve as administrator for organizational tools and platforms, providing training and support to staff
- Implement and improve operational processes that enhance efficiency and effectiveness

## **Strategic Project Support**

- Provide research and analytical support for special projects and initiatives
- Collaborate with Programs Team on cross-functional projects that advance Foundation objectives
- Support grant-making processes and stakeholder engagement activities as needed

## **Required Qualifications**

- Bachelor's degree or equivalent professional experience
- Minimum 3-5 years of executive assistant or administrative support experience, preferably in nonprofit, foundation, or professional services environment
- Demonstrated proficiency in Microsoft Office Suite, database management systems, and virtual meeting platforms
- Exceptional written and verbal communication skills
- Strong organizational and project management capabilities
- Ability to handle confidential information with absolute discretion
- Experience coordinating complex schedules and managing multiple priorities simultaneously

## **Preferred Qualifications**

- Experience in philanthropic or nonprofit sector
- Familiarity with foundation operations, grant-making processes, or board governance
- Project management certification or demonstrated project coordination experience
- Event planning and logistics coordination experience

## **Success Factors**

Excellence in this role is demonstrated through:

- Proactive problem-solving and anticipation of needs
- Seamless coordination that enables CEO and team productivity
- Efficient systems and processes that support organizational goals
- Professional relationship management with internal and external stakeholders
- Continuous improvement mindset and adaptability to changing priorities

## **SALARY AND BENEFITS**

Salary range: \$70,000 – \$85,000 annually based on experience.

Generous benefits package including 4-day work week, health insurance, and 403(B) Retirement Plan with employer match and 20 PTO days annually.

## **HOW TO APPLY:**

Candidates can email interest to [Office@pincusfamilyfoundation.org](mailto:Office@pincusfamilyfoundation.org). Please use your name and **ADMIN APPLICANT** in the subject line and include the following:

- \*Your resume

- \*A cover letter detailing why you are interested in the Administrative Assistant position with the Foundation; any additional professional or personal experience that influences your qualifications for this role and is not otherwise obvious from your resume.

- \*References