



Position Opening

April 8, 2019

Executive Assistant and Operations
Full-Time Position

Background

The Rita Allen Foundation invests in ideas in their earliest stages, promoting breakthrough solutions to significant problems in science and society. We are seeking a highly motivated, professional, talented and flexible self-starter with impeccable organization and attention to detail, to provide project-based and operational support for the Foundation's work. Accuracy, strong communication skills, a capacity to anticipate the needs of a busy office, as well as an ability to ask clarifying questions and own assigned projects and tasks start to finish, are necessary elements for success in this role.

Working as a member of a small, flexible, self-directed and high-performing team, the Executive Assistant and Operations position will work closely with and report to the President and CEO. The Executive Assistant and Operations position will collaborate with members of the Foundation team and external partners to advance a number of important and timely projects.

Executive Assistant Responsibilities

- Manage projects related to the President and CEO's schedule and priorities, preparing advance meeting background materials, conducting follow-up for initiatives with multiple stakeholders and key deadlines, and anticipating future needs and activities.
- Ensure that information and tasks, including correspondence and communication, coming to and from the President and CEO are adequately tracked and moved quickly and appropriately to key stakeholders.

- Coordinate logistics, materials preparation and production for all meetings of President and CEO, including Board, Committee, outside meetings and internal staff meetings.
- Provide accurate tracking for travel, meetings and other expenses generated by the President and CEO, to include receipts and other supporting documentation and information.
- Conduct research and analysis, and provide recommendations, on a project-specific basis.

Operations Responsibilities

- Ensure overall office operations are managed effectively and coordinated efficiently including, daily opening and closing of the office, organizing coverage of the front desk and support during breaks, and time off.
- Structure and maintain the Foundation's contact database and mailing lists.
- Manage in conjunction with Finance, Foundation memberships, subscriptions and IT services for use by Foundation staff.
- Assist Finance with projects as necessary, including paper and electronic file management for expense reports and credit card expenditures.
- Work with Finance to implement the Foundation's Record Retention and Record Destruction policies, and to assist during the annual audit process.
- Serve as primary point of contact with vendors of office supplies, equipment and technology, and the property manager to oversee needs of the Foundation.
- Work proactively and collaboratively with staff to ascertain how office functions need to evolve to support the business activities of the foundation, and to develop, implement and administer new operational solutions as appropriate.

Qualifications

- Demonstrates impeccable attention to detail and precision, as well as an ability to connect information across initiatives, constituents and time.
- Excellent judgment, organizational and project planning and management skills. Ability to prioritize effectively, multi-task and shift priorities quickly.

- A minimum of three to five years' experience and strong performance in a similar position or other relevant experience.
- Bachelor's degree or higher (or equivalent experience) required.
- Embraces the Foundation's mission and guiding principles.
- Possesses strong skills in both written and verbal communications.
- Possesses a strong work ethic and demonstrated ability to work collaboratively with peers in a small team environment.
- Approaches work with a resourceful, creative, solution-oriented view.
- Demonstrated ability to prioritize and accurately complete multiple tasks and to work under deadlines and shifting priorities.
- Ability to handle confidential information with complete discretion.
- Demonstrated ability to determine key issues and develop appropriate action plans from multi-disciplinary perspectives.
- Appreciation of, sensitivity to, and respect for the values of diversity, equity and inclusion.
- Strong computer skills, including expert knowledge of Apple products, Microsoft Word, Excel, PowerPoint, Outlook, and Mailchimp.
- Familiarity with the nonprofit and philanthropic sectors is a plus.

The Rita Allen Foundation is an equal opportunity employer and is committed to hiring a diverse and inclusive work force. All individuals are welcomed and encouraged to apply.

To apply, please send a letter of application c/o Kari Williams at kwt@ritaallen.org by noon, April 22, 2019.