



Executive Assistant, Advancement & Philanthropic Innovation

JOB DESCRIPTION

November 2022

Location:	Crescent City, CA
Reports to:	Vice President, Advancement & Philanthropic Innovation
Department:	Advancement & Philanthropic Innovation
Time Commitment:	40 hours/week; 8:30a-5:00p Monday-Friday, occasional evenings, weekends, overtime
Status; Level:	Regular, Non-exempt; Executive Assistant
Wage Range:	\$21.00-\$24.00/ hour depending on experience, plus health benefits, retirement benefits, paid holidays and sick time; \$26.75/hour expected at 1 year of tenure

About Humboldt Area Foundation

Humboldt Area Foundation (HAF) serves the residents of the California counties of Humboldt, Trinity, Del Norte, as well as Curry, Oregon and Tribal Lands by promoting and encouraging generosity, leadership, and inclusion to strengthen our communities. Through the generosity of local and national philanthropic donors, HAF has awarded more than \$95 million in grants and scholarships since 1972. HAF—along its family of organizations including the Wild Rivers Community Foundation, Humboldt Health Foundation, Native Cultures Fund, and others— focuses its grantmaking and program efforts on strengthening community capacity and transforming our communities’ ability to solve problems and address the root causes of those problems. In early 2021, the foundation adopted four goals focused on vital issues for its next decade of action and support: *Racial Equity*, a *Just Economy*, *Thriving Families and Youth*, and *Healthy Ecosystems and Environments*. As part of this new focus, the organization is making significant organizational shifts to support this dynamic and growing region in the Pacific Western United States.

Job Description

The Executive Assistant, Advancement and Philanthropic Innovation will support the Vice President (VP) and Department Director of Advancement & Philanthropic Innovation (ADVAN) and the broader ADVAN team to mobilize and secure funding and resources to assist in the implementation of HAF’s mission of promoting and encouraging generosity, leadership and inclusion to strengthen our communities. The Executive Assistant will provide high level administrative and meeting support to the VP and Department Director provide calendar and commitment management for the VP, and support the ADVAN team through project, systems, information, and technology management. This position requires inter-team and across-team coordination, support and orchestrating. As a vital position on the team, the Executive Assistant will embrace attributes of adaptability and flexibility.

Job Duties and Essential Functions

- Provide overall administrative support for the VP and Department Director including meeting scheduling and logistics, meeting notes and follow up, document creation and filing, travel coordination and logistics, and other tasks as assigned.
- Manage VP calendar, ensure the VP is well informed of commitments, and help fluidly manage time demands. Oversee that the VP's schedule matches ADVAN and organizational goals and priorities. Conduct long range "line of sight" to plan for the VP's agenda with coordination across the team and organization.
- Answer and return phone calls and respond to emails for VP and other ADVAN staff as requested
- Serve as resource, support and back up for the donor department to assist with administrative tasks as it relates to donor support and development. Represent ADVAN and HAF+WRCF at events, meetings and functions when necessary. Always provide excellent and professional customer service with internal and external parties.
- Conduct background research and analysis and prepare briefing and advance materials to support the VP's and Department Director's broad range of activities and engagements, both internally and externally. Support creation of presentations, summary information, and talking points. Projects and assignments will vary, and the capacity to be proactive, diligent, collaborative, thorough, and with high attention to detail will be essential.
- Manage and coordinate all logistics for ADVAN team meetings including agendas, facilitation, notes and follow up. Support VP and Department Director's internal and external meetings, as needed, including room reservations, packets and binders, set-up, clean-up, and food service. Work closely with the ADVAN Team and across the organization to coordinate meetings, communicate information, and provide follow up and accountability, including documentation of activities, notes, and agreements. Follow through on deadlines and deliverables.
- Manage the tracking of ADVAN goals and ensure VP and Department Director are apprised of progress and challenges. Assist in brainstorming, design, implementation and execution of new activities and projects that could assist with implementation of ADVAN goals.
- Serve as liaison between the VP and Department Director and HAF+WRCF staff as needed to ensure clear lines of communication, sharing of resources and information, and assisting with joint projects and initiatives. Support ADVAN team to share and understand information across HAF+WRCF teams, including managing the daily brief for ADVAN staff, and making sure ADVAN staff have information and are prepped for all staff meetings and trainings.
- Support the VP and Department Director in planning and preparations for ADVAN team business and manage project management tools and technology (e.g., Asana, Microsoft Office Teams, Outlook, Google) to assist and improve effectiveness of the ADVAN team, including understanding and recommending platforms, assisting and training team members, and ensuring overall compatibility and efficiency.
- Understand the organization's and ADVAN team's annual budget, and track and manage the VP and Department Director's expenses and budget allocations. Complete monthly credit card reconciliations in addition to reimbursement forms as needed.
- Manage memberships and subscriptions for the organization including managing the ADVAN budget line item, coordinating with the VP and Department Director on renewals, creating and managing admin processes, and sharing out information for all staff's understanding and accessibility.
- Manage and maintain constituent relationship management (CRM) database for ADVAN team including training and support of ADVAN team members, updating contact and campaign

information, entering meeting and event information, and running reports and providing information as needed.

- Standardize forms and processes across the ADVAN team and ensure ADVAN team members understand methods and protocols. Diligently maintain electronic and paper files in accordance with organization protocols and VP and Department Director preferences.
- Register the VP and Department Director for webinars and conferences, ensure information is on calendars, and staff is prepped for participation. Manage all travel logistics for VP and Department Director including hotel, airfare, and transportation. Support additional ADVAN staff with regional travel, and other foundation staff with travel related to advancement, as needed.
- Support management of sharing Philanthropic Innovation information internally, including researching and remaining abreast of key trends and best practices around fundraising, donor development, and philanthropic innovation within the organization's goal areas. Attend webinars and read reports, prepare and share summaries of key information, share information and updates with ADVAN team members and in the daily brief, and work to help implement best practices within the ADVAN team.
- Other support tasks and special projects as assigned by VP, which will involve high level of improvisation, leadership, organizational knowledge, and critical thinking.
- Efficiently manage new or unplanned activities with agility and flexibility as they arise.
- Provide occasional coverage for other staff members as needed.
- Other duties as assigned.

Minimum Qualifications

The position calls for a highly organized individual with excellent project management, communications and organizational skills. The role requires self-direction combined with flexibility and a capacity to give and receive feedback graciously. Attention to detail is important for this position. The foundation seeks to recruit an individual with good interpersonal skills, a respectful attitude for the work of the foundation and our grantees, and a demonstrated ability to work effectively as part of a team. The Executive Assistant should ideally possess the following professional qualifications and personal attributes:

- 2 years work experience working in an administrative support role requiring interaction with both internal and external "customers" that has provided the knowledge, skills and abilities noted below:

Knowledge, Skills and Abilities

- Strongly proactive, anticipates needs and looks ahead at all times.
- Skillful at managing multiple senior executives' demanding schedules, workloads and priorities; including complex calendaring and meeting coordination with internal and external constituents.
- Superior organizational skills, with attention to detail and exceptional professionalism.
- Ability to handle multiple projects simultaneously, knowing how to prioritize and adjust timetables based on demand and other circumstances, highly adaptable and flexible to rapid change.
- Experience conducting background research and analysis with the ability to prepare briefings and supporting materials, presentations and documents.
- Ability to absorb high volume of information from a variety of sources and to be able to synthesize the key elements for sharing and readability, through presentation materials and talking points.

- Experience in coordinating travel logistics for executives.
- Experience entering accurate meeting and event information and running reports.
- High energy and a passionate commitment to the mission of the foundation, its goals, and the ability and willingness to adapt as those goals evolve.
- Collegial, team-oriented, willing to pitch in as needed and support challenges at all times with a high level of flexibility.
- Strong interpersonal skills to manage a broad range of relationships with care, to read situations well, and to treat others with respect and humility.
- Comfortable in an environment that is flexible and with circumstances that will require a high tolerance for ambiguity.
- Possessing superb judgment, impeccable integrity and the maturity to handle sensitive information with care and confidentiality.
- Strong verbal and written communication skills.
- High proficiency in Microsoft Office Suite (Word, Outlook, Excel, PowerPoint).
- Experience with, and comfort using office equipment such as computers, phones, printers, etc.
- Experience operating and troubleshooting audio/visual equipment such as projectors, conference phones, and web-based video conferencing systems.
- Experience managing budgets and/or reconciling credit cards
- Maintains confidentiality and protects sensitive information in accordance with organizational standards.
- Ability to work the hours required for this position and is both punctual and reliable.
- Ability to communicate effectively with a diverse population, is able to establish and maintain working relationships with individuals from diverse backgrounds and has demonstrated sensitivity to cross-cultural perspectives and experiences.
- Ability to work independently as well as part of a team.
- Takes initiative in problem solving.
- Demonstrated ability to receive and incorporate feedback and direction effectively.
- Willingness to follow existing policies and procedures while also demonstrating the ability to be flexible, learn, adapt to, and track new systems and procedures.
- Possess a valid California driver's license and current auto insurance.

Preferred Qualifications

- Equivalent to three to five years past experience in nonprofit or administrative setting
- Experience with supporting an executive leadership position
- Experience with managing database programs, and specifically a CRM
- Experience with discussing and addressing issues of equity, diversity and inclusion
- Knowledgeable about nonprofit business functions
- Applicable Bilingual proficiency (Spanish, Hmong, Tolowa, Hupa, Karuk, Wiyot, Yurok and/or other languages)

Physical & Mental Requirements of the Job

Work is performed in office settings. Hand-eye coordination and fine motor skills are necessary to operate computers and various types of office machinery. All of the job functions listed above involve, to

a greater or lesser degree, the following physical demands: close vision, hearing, and lifting of up to 20 pounds.

Humboldt Area Foundation is an equal opportunity employer and makes employment decisions on the basis of merit and without regard to race, religion, creed, color, age, sex, sexual orientation, gender identity, genetic information, national origin, religion, marital status, medical condition, disability, military service, pregnancy, childbirth and related medical conditions, or any other classification protected by federal, state, or local laws or ordinances. Applications submitted for this position do not constitute a promise of employment.

Humboldt Area Foundation (HAF) and our affiliates are committed to diversity throughout our programs, environment, and workforce. It is our mission to “promote and encourage generosity, leadership, and inclusion to strengthen our communities” and it is our practice to take active and intentional steps to ensure equal employment opportunity, foster diversity and promote excellence in our work, and create a working environment that is welcoming to all. To effectively serve the growing diversity of the communities we serve we endeavor to hire and retain staff who are sensitive to and knowledgeable of the needs of the many diverse populations within those communities.

Employee’s Signature

Supervisor’s Signature

Date: _____

Date: _____