Executive Assistant, Board and Special Projects Liaison

HUMBOLDT AREA FOUNDATION
Executive Assistant, Board and Special Projects Liaison
JOB DESCRIPTION
June 2021

Location: Bayside, CA
Reports to: Chief of Staff (COS) and Chief Executive Officer (CEO)
Department: Executive, Culture, and Public Policy
Time Commitment: Full Time with overtime expected: 40 hours/week; 8:30a-5:00p Monday-Friday, with special hours assigned for board meetings and events; occasional evenings, weekends, overtime
Status: Regular, Non-exempt
Market Wage: $26.42
Compensation: $21.12-$23.77 per hour depending on experience, plus health benefits, retirement benefits, paid holidays and sick time

About Humboldt Area Foundation

Humboldt Area Foundation (HAF) and Wild Rivers Community Foundation (WRCF) serve the residents of Humboldt, Trinity, Del Norte, and Curry counties by promoting and encouraging generosity, leadership, and inclusion to strengthen our communities. Through the generosity of local donors, HAF has awarded more than $80 million in grants and scholarships since 1972. HAF, along with its affiliate Wild Rivers Community Foundation, 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. Long-standing programs of the foundation include the Native Cultures Fund and the
Northern California Association of Nonprofits, and current initiatives include Building Healthy Communities -- a 10-year initiative focused on improving the health and wellbeing of Del Norte County and Tribal Lands -- and the Equity Alliance of the North Coast -- a collaborative effort to understand and improve racial and social equity through education, dialogue, and coaching opportunities.

Job Description
The Executive Assistant, Board and Special Projects Liaison will handle a broad and diverse range of responsibilities and assignments to support the Chief Executive Officer’s (CEO) and Chief of Staff’s (COS) leadership, both internally and externally, and to advance various dimensions of the Humboldt Area Foundation’s work. As a vital position to provide support to the CEO and COS, the Executive Assistant, Board and Special Projects Liaison will embrace attributes of adaptability and flexibility as the specific duties and responsibilities will evolve based on both the skills of the incumbent and the changing circumstances at the foundation.

As Board Liaison, this position works closely with the Board of Directors, Board committees and advisory bodies, ensuring that all governance matters are handled smoothly and effectively.

Key working relationships for the Executive Assistant, Board and Special Projects Liaison include close work with HAF’s Board of Directors, Leadership Team, Executive Assistants and Coordinators, as well as interfacing with community members and public officials.

Job Duties

Chief Executive Officer and Chief of Staff Support (20 hours/week)

- Manage CEO’s and COS’s calendars, including coordinating internal/external meetings and travel logistics, and ensuring the CEO is well informed of commitments. Oversee that the schedule matches the goals and priorities of the CEO and fluidly manage time demands. Have a long range “line of sight” to plan for the CEO’s agenda and coordination across the organization.
- Conduct background research and analysis, prepare briefing and advance materials to support the CEO’s broad range of activities and engagements, both internally and externally. Projects and assignments will vary, and the capacity to be proactive, diligent and thorough will be essential.
- Work closely with and across the Leadership Team to coordinate meetings, follow up, accountability, documentation of activities, notes, and agreements. Follow through on deadlines and deliverables.
- Prepare resources and agendas for team meetings that involve the CEO and/or COS and help ensure that the CEO/COS is prepared to participate effectively.
- Assist in brainstorming, design, and execution of new projects that could range across the portfolio of the CEO’s activities. These will be central projects as part of the CEO’s leadership agenda for 2021-2022 and could include support to improve the functioning of the HAF Board, improving the effectiveness of the organization, or helping with program strategy, evaluation, and execution.
- Efficiently manage new or unplanned activities with agility and flexibility as they arise.
- Help to manage the CEO’s stakeholder engagement plan. This will include helping to create and maintain a global list of leaders to engage periodically, research on organizations and leaders, and support in meeting messaging and follow up.
- Remain abreast of key trends and developments relevant to key program areas of the foundation, and in the philanthropic sector to share key reports, articles and sources with the CEO, COS, or other relevant foundation staff. At times, prepare summaries of key reports.
- Manage sensitive philanthropic and political relationships at the county, state, and federal level.
• Serve as liaison between the CEO, COS, leadership team and other key staff to ensure clear lines of communication, sharing of resources and information, and assisting with joint projects and initiatives as needed.
• Support the COS in ensuring the effectiveness of the leadership team as a highly collaborative, adaptive, learning, and impactful body. Supports delivery of goals around shared team agendas and special projects.
• Work with the COS to direct organizational processes and process improvement.
• Support the CEO/COS in planning, oversight and preparations in all aspects of the foundation’s business and use appropriate tools and technology to assist and improve effectiveness.
• Track and manage CEO’s and COS’s expenses and budget allocations, including credit card reconciliation

**Board of Directors Support (10 hours/week)**

• Support the CEO/COS’s engagement with the board by leading the coordination and creation of materials for meetings; documentation of meeting minutes and agendas; providing board technical and onboarding training; managing board calendars and commitments
• Manage timelines, deadlines and commitments for key Board activities such as officer succession, appointments to committees, policy renewals and review schedule. Create calendar of meeting topics, and track monthly topics and needs accordingly with CEO, COS, and appropriate staff
• Be an expert in HAF board governance, policies, and by-laws to ensure compliance and ethics. Maintain records of corporate resolutions and bylaw changes, and coordinate filing of bylaw changes with the Finance Department in accordance with IRS bylaw reporting procedures.
• Strategize with Board Officers, COS and CEO around policies, best practices, training, and community engagement. Actively support BOD development and learning by creating materials, offsite agendas, and collaborations with special guests. Prepare visual aids using powerpoint, spreadsheets, briefing materials.
• Manage and maintain board management portal including training and support of board and staff member users, curating board resources, and communicating with customer service representatives.
• Maintain electronic and paper files, records, public files, and board binders. Improve access to information and records. Update board member manual annually. Coordinate annual board member conflict of interest disclosure forms
• Update Board Members contact info and bios; collaborate with Marketing and Communications on any BOD announcements.
• Coordinate all logistics for board and committee meetings, including room reservations, packets and binders, set-up, clean-up, and food service
• Book travel/lodging and register Board members for conferences and trainings, as needed

**Special Projects (10 hours/week)**

• Coordinate special projects across the organization as assigned involving a range of topics including leadership development, organizational change management, research and analysis, public private partnerships, and community development. Hold sufficient competencies and flexibility to handle such a range of special projects including:
Research and author materials to facilitate partnerships, including grant proposals for regional and national foundations; regional analysis for strategic planning; events calendars and recommendations for CEO participation.

- Represent HAF at events, meetings and functions when necessary and follow through on resulting special projects in alignment with HAF/CEO goals.
- Facilitate and coordinate organizational special projects as assigned such as trainings, community events, best practices for other national organizations
- Collaborate with the CEO and COS on ways to improve organizational culture and participation through significant organizational change
- Other support tasks and special projects as assigned by CEO, which will involve a high level of improvisation, leadership, organizational knowledge, and critical thinking.
- Mentoring and day to day supervision of staff, facilitating cross-team practices
- Provide occasional coverage for other staff members as needed

Other:
- This position is highly demanding and requires foresight, flexibility and adaptability. Routines may be regularly disrupted and new projects and tasks will be assigned regularly.

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, Board and Special Projects Liaison should ideally possess the following professional qualifications and personal attributes:

- Minimum of 3 years work experience in an office environment requiring interaction with both internal and external “customers”.

Knowledge, Skills and Abilities

- Strongly proactive, anticipates needs and looks ahead at all times. Skillful at managing senior executives’ demanding schedules
- 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
- Ability to absorb high volume of information from a variety of sources and to synthesize the key elements
- High energy and a passionate commitment to the goals of the Humboldt Area Foundation mission, its program areas, and the ability/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)
• Complete discretion required
• Experience with and comfort using office equipment such as computers, phones, printers, etc.
• 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
• Experience operating and troubleshooting audio/visual equipment such as projectors, conference phones, and web-based video conferencing systems
• Possess a valid California driver’s license and current auto insurance

Preferred Qualifications
• Equivalent to five years past experience in nonprofit or administrative setting
• Past experience with supporting an executive leadership position
• Past experience with supporting a board of directors—taking meeting minutes, meeting logistics, calendar coordination, travel arrangements and creating board packets
• Past experience with discussing and addressing issues of equity, diversity and inclusion
• Knowledgeable about nonprofit business functions
• Associates or Bachelor’s degree in a related field

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 25 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.