



## Maine Community Foundation Job Posting

### Position: Executive Assistant

#### Who We Are

Maine Community Foundation works with donors and other partners to improve the quality of life for all Maine people. Our mission is to bring people and resources together to build a better Maine. We have a commitment to equity and expect that all staff will use equity to inform their work with us. Please learn more about us by visiting our website: <https://www.mainecef.org/>.

#### Position Summary

The Executive Assistant provides comprehensive support to the CEO, ensuring the efficient and effective functioning of the Foundation's operations. Core responsibilities include heavy calendar and email management, drafting and editing correspondence, and serving as the liaison between the CEO, the management team, and the Board of Directors. This dynamic position requires the ability to anticipate needs, think critically, and offer solutions to problems with a high level of professionalism and confidentiality. The Executive Assistant will perform diverse, complex and non-supervised administrative functions that require recurring contact with senior nonprofit, business and government leaders.

#### Essential duties and responsibilities:

- Provides a high level of executive support to the CEO:
  - Manages all aspects of CEO's calendar and scheduling. Navigates conflicting demands and time pressures and effectively delegates and reprioritizes as needed. Prioritizes inquiries and requests while troubleshooting conflicts; makes judgements and recommendations to ensure smooth day-to-day engagements.
  - Monitors emails and flags important and time-sensitive items.
  - Tracks activities to ensure the advancement of CEO's priorities.
  - Drafts and edits correspondence that is often sensitive and confidential.
  - Completes a broad variety of administrative tasks that facilitate the CEO's ability to effectively lead the organization, including: collecting and preparing information for and coordinating follow-up on meetings with staff and outside parties; assisting with special projects; coordinating the design and production of high-quality documents, reports, and presentations; maintaining accurate constituent data; making travel arrangements; and completing expense reports.
- Serves as the primary liaison between the CEO and management team, coordinating weekly meetings and following up on tasks.
- Coordinates and facilitates communication and engagement with the Board of Directors:
  - Provides logistical and administrative coordination for quarterly board meetings throughout the state including meeting arrangements, material preparation, and minutes.
  - Serves as the primary administrator of the online board portal, oversees and maintains all information and ensures accessibility to board members.
  - Creates and maintains the Board Directory, Board Policy Manual, Board Packets, Board Manual and Conflict of Interest compliance forms for all board members and external board committee members.
- Acts as the primary point of contact for internal and external constituencies on all matters pertaining to the CEO, including those of a highly confidential or critical nature. In consultation with CEO, prioritizes and determines appropriate course of action, referral, or response.

## Qualifications needed for position:

The following are required for this position:

- 5+ years of experience providing high level support to senior leaders in complex institutions.
- Superb written communication skills.
- Excellent verbal communication skills with the ability to communicate with diverse people and groups.
- High level of flexibility to respond to changing needs.
- Ability to exercise sound judgment and work independently.
- Able to maintain a high level of integrity and discretion in handling confidential information.
- Exceptional organizational, planning, and time management skills, including the ability to manage multiple projects and tasks in a fast moving environment with multiple constituents.
- High level of accuracy and attention to detail.
- Strong problem-solving and analytical skills with the ability to think proactively.
- Strong computer competency in Microsoft Office and electronic board portals.
- Willingness and ability to travel within Maine at least quarterly, with occasional overnights required.
- Demonstrated commitment to internal advancement of racial equity preferred.

## Location and Schedule

This is a full-time (37.5 hours/week), in-office position (with the possibility to go hybrid in the future), based out of our Ellsworth office.

## Compensation and Benefits

- Salary range of \$55K-\$61K annually, based on experience and qualifications
- Health Insurance, 100% employer-paid premium for single coverage
- Dental Insurance, 100% employer-paid premium for single coverage
- Employer-paid short-term disability, long-term disability, and term life insurance
- 401(k) retirement plan with a 6-9% company contribution vested immediately
- 21 paid days off per year (increases with tenure)
- 13 paid holidays per year
- Employee Assistance Program (EAP)
- Wellness benefit

## Our Hiring Process and Timeline

To apply, please email a resume and cover letter that explain how your skills and experience fit this position to [resumes@mainecf.org](mailto:resumes@mainecf.org) by **Friday, October 7<sup>th</sup>**.

- We will notify you on **October 14<sup>th</sup>** if you have been selected for a phone screen.
- Phone screens will be **October 17<sup>th</sup>-21<sup>st</sup>**.
- In-person interviews will be **November 1<sup>st</sup>-3<sup>rd</sup>**.
- We would like the selected candidate to start in **late November or early December**.

For questions, please contact: [resumes@mainecf.org](mailto:resumes@mainecf.org)