



Community Foundations
Leading Change

CFLEADS POSITION DESCRIPTION

Title: Executive Administrative Manager

Reports to: President & CEO

Type: Full-Time Exempt

Location: Remote, with a strong preference for the Spartanburg, S.C., area to allow for in-person meetings with the President and CEO.

Salary Range: \$55,000 - \$64,000

Benefits are competitive and include health insurance, 401K, and productivity and wellness days.

Contact: Submit resume and cover letter describing prior experience to Annie Gillig at agillig@looprecruiting.com.

Submissions will be reviewed on a rolling basis.

About CFLeads

CFLeads is a national network of community foundations working together to build strong communities. CFLeads is committed to helping community foundations lead transformative work in place-based communities all over the country.

CFLeads vision:

We envision a world in which community foundations are vital partners in building communities where all residents are prosperous, healthy and secure.

CFLeads mission:

Our mission is to help community foundations build strong communities by advancing effective practices, sharing knowledge and galvanizing action on critical issues of our time.

CFLeads values:

Our values are the principles that we use to guide our work each day:

- **Learning.** We believe that organizational excellence and effectiveness are driven by a commitment to ongoing learning.
- **Knowledge.** We believe information of all kinds — including data, research and lived experience — is essential to the ability to lead, set sound strategies, and solve problems.
- **Respect.** We value and consider each other in all our interactions.
- **Collaboration.** We believe in creating solutions together, harnessing the ideas, knowledge, and experience of a wide range of individuals and institutions to create the best results.
- **Equity.** We believe inclusion and representation matter and that the input and voices of those most impacted by issues and decisions are needed to create the healthy, thriving communities at the core of our mission. Read [CFLeads Racial Equity Statement - CFLeads](#).

Position Description

The Executive Administrative Manager will provide administrative and special project assistance to the office of the President, including supporting the CEO in all aspects of her daily work routine and the Chief of Staff in supporting the Board of Directors on behalf of the CEO.

Key Responsibilities**Direct Support of the CEO**

- Scheduling appointments, booking travel, managing correspondence and calendars, and other day-to-day duties as assigned.
- Reviewing upcoming meetings to ensure the CEO has all of the information needed to be as productive as possible and sending out agendas or documents to meeting attendees as necessary.

- Responding to inquiries and answering a variety of questions with tact and diplomacy, taking messages, and directing communications appropriately for resolution.
- Preparing, reconciling, and submitting expense reports and receipts.
- Maintaining confidential and sensitive information.

In Partnership with the CEO and Chief of Staff

- Planning (logistics) and coordinating board-related meetings and events and other duties as assigned related to the Board of Directors.
- Taking minutes at board and committee meetings in the designated format.
- Acting as a project manager to implement the CFLeads business plan and overall program of work.
- Supporting logistics for CFLeads events, as needed.

Other additional and/or alternative duties as assigned, including supporting other departments or teams as needed.

Desired Skills and Attributes

The ideal candidate will pay meticulous attention to detail and produce work of the highest quality.

- Highly organized with good judgement and the ability to excel in a dynamic, evolving work environment.
- Detail-oriented with exceptional quality standards.
- Strong critical thinking and problem-solving skills.
- Committed to continuous learning and improvement.
- Strong, friendly customer service ethic.
- Successful and comfortable with multi-tasking.
- Ability to anticipate and act upon administrative needs.
- Committed to diversity and inclusiveness and the advancement of racial equity.
- Well-developed interpersonal skills that promote and foster a team culture.
- Flexibility in adjusting to shifting priorities and deadlines.
- Ability to travel.

Qualifications

- At least 5 years of experience in a high-level administrative assistant position.

- Bachelor's Degree preferred, or equivalent combination of education, training, and experience.
- Strong interpersonal and organizational skills
- Willingness to travel
- Excellent written and verbal communication skills
- Strong time-management skills
- Keen attention to detail
- Ability to multi-task
- High proficiency and understanding of Microsoft Office and Zoom, etc.
- Experience with Salesforce is a plus.

CFLeads is an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, disability, age, sexual orientation, gender identity, national origin, veteran status, or genetic information. CFLeads is committed to providing access, equal opportunity and reasonable accommodation for individuals with disabilities in employment, its services, programs, and activities. To request reasonable accommodation, contact Annie Gillig at agillig@looprecruiting.com.