



Job Title:	Executive Assistant to the CEO	Reports to:	CEO
Department/Division:	Admin/Exec Team	Direct Reports:	None
Status:	Full Time	Date:	July 2021

Mission:

To ignite generosity that transforms lives and communities.

Vision

Vibrant and sustainable communities where every person has the opportunity to thrive.

Office Culture Statement:

At Innovia Foundation, we invest in our staff and create an empowering and innovative work environment.

We are passionate about serving our communities.

We trust and treat each other with honesty and respect.

We support, inspire and encourage each other.

We are accountable to ourselves and each other.

We respect our colleagues by being present and having direct and open communication.

We are intentional in our interactions.

We have a deep commitment to equity internally and throughout our region.

We celebrate our successes.

History:

Our Roots: In 1974, as Spokane was preparing to host the World's Fair, a group of concerned citizens saw a need for a foundation that could continue revitalizing the communities of the Inland Northwest. That year, the Junior League of Spokane founded the Greater Spokane Community Foundation, a new entity that replaced the original Spokane Foundation, which had been established in 1915 with a single trust.

Our Reach: In the 1970s and 1980s, the Foundation's understanding of "community" grew, and we began to reach beyond the Spokane area. Recognizing that people with common interests and concerns know best how to meet local needs, the Foundation's territory expanded to include 10 counties in Eastern Washington and 10 counties in North Idaho. The name was changed to Foundation Northwest to reflect the expanded region. In 2006, the Foundation conducted 500 interviews with community members and developed a comprehensive strategic plan. This launched another period of major growth. Our name was rebranded to Inland Northwest Community Foundation.

Our Rebrand: In 2018, the Foundation underwent a rebranding effort. The rebrand to Innovia Foundation was a strategic decision to bring greater awareness and engagement around

important issues in the region—and the important work the Foundation is already doing. The new name and brand were the result of a thorough and thoughtful process involving not only the Foundation’s staff and board, but also community partners and other key stakeholders.

Position Summary:

Reporting directly to the CEO, the Executive Assistant will be a confidential assistant primarily responsible for providing administrative and programmatic support in a fast-paced and dynamic environment.

The Executive Assistant will also provide Core Team support to the Chief Financial Officer (CFO). The Core-team is responsible for the fundamental operational processes of the Foundation.

The ideal applicant will have high integrity, be proactive, and have excellent initiative and follow-through, with the ability to display appropriate judgment in various situations. The individual must have excellent interpersonal, written and verbal communication, administrative, and organizational skills. They should have the ability to balance among multiple priorities, and the ability to work independently and at times under pressure. The ideal applicant can handle a wide variety of activities and confidential issues with discretion.

Key Aspects of Position

Executive Support

- Communicates directly, and on behalf of the CEO, with Board members, donors, staff, and others, on matters related to CEO’s initiatives.
- Plans and ensures the CEO’s schedule is followed and respected.
- Serves as the point person for CEO via e-mail and telephone communication.
- Attends meetings alongside the CEO or in her place, taking notes to record necessary takeaways.
- Successfully completes critical aspects of deliverables that facilitate the CEO’s ability to effectively lead the organization.
- Has excellent follow-through. Prioritizes different needs and handles matters quickly and proactively.
- Executes a wide variety of administrative tasks for the CEO including coordinating an active calendar of appointments; writing and preparing correspondence and drafting reports; arranging agendas; and compiling items and presentations for meetings.
- Keep CEO well informed of upcoming commitments and responsibilities, following up appropriately; act as a “barometer”, having a sense for the issues taking place in the organization and community and keeping the CEO apprised of ongoing activities.
- Provides leadership to build important relationships, and manages a variety of projects for the CEO, some of which may have impact on the organization.
- Researches and monitors issues addressed to the CEO. Decides correct action.
- Prepare documents for President & CEO’s meetings and reminds her of events on the calendar, proactively making sure she’s prepared.
- Communicates between the CEO’s office and other parties; demonstrating credibility and trust.
- Research, prioritize and follow up on issues addressed to the CEO – including those of a sensitive or confidential nature; determine appropriate course of action, referral or response.

Board Support/Liaison

- Serves as the CEO's administrative liaison to the Foundation's Board and Board Committees.
- Complies with applicable rules set in bylaws regarding Board and Board Committee matters, including timely distribution of board packets before meetings in appropriate format.

Community and Donor Relations

- Produces, edits, and completes drafts for various written communications to external stakeholders as appropriate.
- Speaks on behalf of CEO when appropriate.
- Follows up on contacts made by the CEO and supports the maintenance and cultivation of ongoing relationships

Core Team Support for CFO

This position will specifically assist the CFO with the following:

- Daily processing of gifts
- Weekly grant check processing
- Bi-weekly processing of accounts payable
- Administration of Charitable Remainder Unitrusts (CRUTS)
- Continued investment into the organization's commitment to operational excellence, demonstrated through superior service, continuous process improvement and professional development and learning
- General support of strategic direction of the organization
- Providing exceptional customer service, both internally and externally

Core-Team Daily Question: "What can I help you with today?"

Core-Team Daily Statement: "I need help with _____."

Other Duties

- Performs other duties as assigned.

Position Qualifications:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education/Experience:

- Bachelor's degree from a four-year college or university

Skills and Abilities:

- Highly tech-savvy. Proficiency and experience utilizing Microsoft Office Suite (Word, Outlook, PowerPoint), Adobe Acrobat, Google Suite, and Social Media web platforms
- Strong interpersonal and relationship building skills, with customer service orientation to serve staff, board members, donors, vendors, grantees and other constituent groups
- Strong organizational skills that reflect ability to streamline, perform and prioritize multiple tasks with a critical eye for detail
- Excellent written and verbal communication skills
- Capable of high-quality performance and at meeting deadlines in a quick moving work environment
- Resourceful team player, with the ability to also be effective independently
- Proven ability to handle information with discretion, adapt to competing demands, and demonstrate the highest level of donor service and responsiveness
- Demonstrated decision-making and problem-solving capability with the ability to envision and propose solutions
- Ability to work as needed on select evenings and weekends
- Ability to travel as needed
- Quick learner

Physical Abilities:

- Primary functions require sufficient physical ability and mobility to:
 - Sit for prolonged periods of time
 - Walk
 - Operate office equipment requiring repetitive hand movement and fine coordination, including use of a computer keyboard
 - Utilize verbal and written communication to exchange information
 - Clearly see 20+ feet, with or without corrective lenses and differentiate between colors
 - Occasionally stand, stoop, bend, kneel, crouch, reach, and twist
 - Climb stairs
 - Lift, carry, push and/or pull up to 20 pounds;

Mental & Other Skills/Abilities:

- **Adaptability:** ability to adapt to changes, delays or unexpected events in the work environment; ability to manage competing demands and prioritize tasks; ability to change approach or method to best fit the situation.
- **Interpersonal Skills:** ability to maintain satisfactory relationships with others, excellent customer service skills and a good overall understanding of appropriate human relations.
- **Teamwork:** balances team and individual responsibilities; gives and welcomes feedback; contributes to building appositive team spirit; puts success of team above own interest; supports everyone's efforts to succeed.
- **Judgment:** ability to make prudent and timely decisions; ability to exhibit sound and accurate judgment; ability to explain reasoning for decisions.
- **Language Ability:** ability to read and write reports, business correspondence and procedure manuals; ability to effectively present information and respond to questions from management staff, clients, customers and the general public.
- **Mathematical Ability:** ability to work with mathematical concepts such as probability and statistical inference; ability to apply accounting principles.

- *Problem Solving Ability:* ability to identify and/or prevent problems before they occur; ability to formulate alternative solutions to problems, when necessary; ability to transfer learning from past experiences to new experiences of similar nature.
- *Analytical:* Synthesizes complex or diverse information; collects and researches data; uses intuition and experience to complement data; designs work flows and procedures.
- *Quality Management:* ability to complete duties, on time and with precision; ability to edit the accuracy and thoroughness of one's work, as well as the work of others; ability to constructively apply feedback to improve performance, ability to generate ideas to improve and promote quality in work.
- *Reasoning Ability:* ability to apply common sense understanding to carry out instructions furnished in written, oral or diagram form; ability to work through problems involving multiple variables.
- *Dependability:* takes responsibility for own actions; keeps commitments; commits to long hours of work when necessary to reach goals; completes tasks on time, or notifies appropriate person with an alternate plan.

Work Environment:

The employee is exposed to typical office environment conditions and noise levels.

Employee Acknowledgement:

I acknowledge, understand and agree to the job duties and requirements for this position.

EMPLOYEE NAME (PRINT)

EMPLOYEE SIGNATURE

DATE