



SURDNA FOUNDATION
Position Vacancy
Executive Assistant to the President

The Surdna Foundation, a New York City-based national family foundation that was founded by John E. Andrus in 1917, seeks a dynamic and thoughtful Executive Assistant to support the President and provide select support to the Human Resources and Administrative Manager at its Midtown Manhattan office. With assets totaling more than \$1 billion and annual grantmaking in excess of \$43 million, Surdna focuses in three grantmaking areas: Sustainable Environments, Strong Local Economies, and Thriving Cultures. The Foundation aims to foster just and sustainable communities in the United States and to advance national action on sustainability. The work environment at Surdna is team-oriented, collegial, and one in which diversity is valued.

Overview: The Executive Assistant provides support to the President's office and, as appropriate, to the Human Resources and Administrative Manager, and serves as the point person for administrative matters related to the Board of Directors. S/he works closely and actively with the President, managing schedules and communications, and event planning with internal and external meetings.

The ideal candidate will be highly organized, personable, and willing to chip in on whatever needs to get done. This position reports directly to the President with a dotted line to the Human Resources and Administrative Manager.

Areas of Responsibility include, but are not limited to:

General Responsibilities

- Provides administrative support to the President's office including: managing a very busy calendar; preparing expense reports, arranging complex travel plans and related travel itineraries, compiling documents for meetings
- Works closely with the President to make sure he is prepared for meetings and other events on his calendar
- Manages all incoming correspondence for the President's office, establishing a system for prioritizing and reviewing requests, and ensures the President follows up on appropriate requests
- Supports the President's work with external boards inclusive of calendaring, travel arrangements and ensuring that President meets key deliverables
- Works with the President to ensure that key Foundation documents are accessible for staff to review and use
- Coordinates select breakfast and luncheon meetings in the Surdna offices

Board Engagement & Programs

- Is the staff liaison for all board inquiries, building strong and personalized relationships with each board member
- Provides administrative and logistical support and takes minutes for quarterly Board Meetings
- Assists the President with planning the monthly Executive Committee meetings; establishing the agenda, confirming committee member attendance, and takes minutes during the meetings
- Coordinates conference calls for various board committees
- Maintains core organizational documents related to the Board of Directors, including contact information, biographies, meeting materials, board orientation materials, annual calendars for board and committee meetings, and terms of services

Human Resources and Administrative Support

- Provides general administrative support to the Human Resources & Administrative Manager during peak seasons
- Assists the Human Resources & Administrative Manager with coordinating employee events including: benefits open enrollment meetings, new hire orientations, etc.
- Maintains accurate, up-to-date records in HRIS employee database
- Works closely with the Human Resources and Administrative Manager for event planning for staff and Board of Directors events
- Works with the Human Resources manager to provide continuity to the workplace systems
- Assists in providing front desk phone coverage during the Office Coordinator's lunch break

Qualifications:

- A minimum of 5 years of high-level executive administrative experience
- Bachelor's degree required
- Self-starter with a professional yet friendly disposition and sense of humor
- Demonstrated communication skills including exceptional speaking, writing and editing skills
- Excellent attention to detail, organizational and time management skills with an ability to prioritize effectively and problem solve
- Ability to successfully execute multiple, simultaneous projects on tight timelines with quality results
- Strong computer skills (Knowledge of MS Word , MS Excel, Internet and Outlook)
- Flexible approach to working outside of normal office hours, particularly when supporting quarterly Board Meetings
- Interest in and knowledge of philanthropy a plus

Compensation & Benefits:

- Salary commensurate with experience
- Excellent comprehensive employee benefits package

To Apply:

- All eligible candidates should submit the following two documents by e-mail to: HR@Surdna.org:
 - Resume
 - Cover letter outlining your suitability for the role, current salary and where you saw the position advertised.

Applications will be accepted on a rolling basis until the position is filled.

Please reference your email application with subject title:

Executive Assistant to the President 2016

We appreciate your interest in the organization and this position; however due to the volume of applications received only qualified candidates will be contacted.

No phone calls please.

Surdna Foundation is an Equal Opportunity Employer.