POSITION SUMMARY
The Executive Assistant reports directly to the Chief Executive Officer (CEO) and provides administrative support in a one-on-one working relationship. The Executive Assistant serves as the primary point of contact for internal and external constituencies on all matters of the CEO's Office. The Executive Assistant also liaises with the Board of Directors and the CPF staff, organizes and coordinates executive outreach and external relations efforts, and oversees the CEO’s special projects. The Executive Assistant must be creative and enjoy working within a small, entrepreneurial environment that is mission-driven, results-driven, and community-oriented. The Executive Assistant position is nested within a highly collaborative and matrixed team.

Executive Assistant Essential Duties and Responsibilities
This position supports the CEO and is available, if needed, to assist in other areas of the CPF's work, including, but not limited to:

- Administrative Support (60%)
- Fundraising and External Engagements (30%)
- Special Projects (5%)
- Board Support and Liaison (5%)
ESSENTIAL DUTIES AND RESPONSIBILITIES

Administrative Support (60%)

The Executive Assistant is responsible for providing comprehensive overall administrative support for the CEO virtually and at his Zuni, New Mexico office. Activities include, but are not limited to:

- Completes a wide variety of administrative tasks for the CEO, including managing an extremely active calendar of appointments; completing expense reports; composing and preparing correspondence that is sometimes confidential; arranging complex and detailed travel plans, itineraries, and agendas; and compiling documents for travel-related meetings;
- Plans, coordinates, and ensures the CEO's schedule is followed and respected. Provides "gatekeeper" and "gateway" role, creating win-win situations for direct access to the CEO's time and office;
- Communicates directly and on behalf of the CEO, with Board members, donors, Foundation staff, and others, on matters related to CEO's programmatic initiatives;
- Researches, prioritizes, and follows up on incoming issues and concerns addressed to the CEO, including those sensitive or confidential. Determines appropriate course of action, referral, or response;
- Provides a bridge for smooth communication between the CEO and all CPF programs; demonstrating leadership to maintain credibility, trust, and support with all staff;
- Works closely and effectively with the CEO to keep them informed of upcoming commitments and responsibilities, following up appropriately. Acts as a "gauge," having a sense of the issues taking place in the environment and keeping the CEO updated;
- Ability to solve multifaceted problems quickly and efficiently.
- Provides leadership to build relationships crucial to the success of the organization and manages a variety of special projects for the CEO, some of which may have an organizational impact;
- Prioritizes conflicting needs; handles matters expeditiously and proactively; and follows through on projects to successful completion, often with deadline pressures;
- Ensures that the CEO’s bio is kept updated and responds to requests for materials regarding the CEO and the organization in general;
- Follows up on contacts made by the CEO and supports the cultivation of ongoing relationships
- Creates acknowledgment letters from the CEO to donors
- Assisting the CEO in better utilizing needed technology, including contact management, and using Microsoft Office, Zoom, GSuite, Excel, Google documents, and setting up organizational tools such as email labeling for the CEO;
- Working with consultants to ensure the CEO's review and approval of documents or work products;
- Providing fiscal management assistance to the CEO such as submitting reimbursements, collecting credit card receipts, and facilitating review of financial statements;
- Serving as a self-care partner to the CEO and assisting in forecasting and scheduling time off; and
- Other related duties as assigned.
Fundraising and External Engagements (30%)
The Executive Assistant is responsible for supporting the CEO's fundraising and outreach effort. Activities include, but are not limited to:

- Identifying research and funder history needs before meeting or engagement on CEO's calendar and communicating to the Director of Grants and Operations;
- Assisting CEO in sending timely donation acknowledgment letters and other donor mailings;
- Ensuring the CEO reviews and approves grant proposals and reports as needed;
- Coordinating CEO’s involvement in outreach and communication activities with Communications and Outreach Manager;
- Taking notes as requested during meetings and sending them to appropriate individuals;
- Inputting regular, relevant meeting data and contact info to contact management; software (NeonCRM) and Development Tracker in Google Sheets;
- Assisting the CEO in scheduling and setting up donor/funder calls and emailing on behalf of the CEO as needed.
- Completes critical aspects of deliverables with a hands-on approach, personal correspondence, and other tasks that facilitate the CEO's ability to lead the organization effectively;
- Other related duties as assigned.

Board Support and Liaison (5%)
- Serves as the CEO’s administrative liaison to CPF’s Board of Directors;
- Serves as staff support for key Board Committees that the CEO is engaged with;
- Assists Board members with travel arrangements, lodging, and meal planning as needed;
- Taking draft meeting minutes for the Board Secretary;
- Maintains discretion and confidentiality in relationships with all Board members; and
- Adhere to compliance with applicable rules and regulations set in bylaws regarding board and committee matters, including advance distribution of materials before meetings in electronic or paper format.

Special Projects (5%)
The Executive Assistant occasionally supports the CPF team with special projects year-round (one-time or ongoing). Activities include but are not limited to:
- Helping support CPFs internal teams such as Operations, Outreach, Communications, and Grantmaking on an as-needed basis, with events such as the Learning Community grantee conference; and
- Other related duties as assigned.

Results and Outputs Expected:
- Performing and prioritizing multiple tasks with excellent attention to detail;
- Assessing and refining CPF’s systems and practices to be more effective;
- Increasing CEO’s productivity and efficiency;
- Assisting the CEO in building and deepening relationships with current funders and donors;
- Supporting CEO in engaging in outreach opportunities;
- Supporting the CEO and CPF staff in engaging with the Board of Directors;
- Providing additional technology capacity for the CEO and team;
- Assuring that CEO’s office space, files, and supplies are appropriate and organized;
- Providing a proactive and forward-looking approach to scheduling and meeting preparation; and
- Working independently and with the staff, effectively prioritizing tasks, and having the flexibility to adjust when circumstances require.
Behaviors Expected for Success:
- Committed to our mission and vision;
- Positive outlook and attitude and the ability to work effectively under pressure;
- Highly collaborative style and experience developing and implementing work plans;
- Committed to a problem-solving approach;
- Timely and professional in all interactions;
- Treat others with dignity and respect;
- Demonstrate initiative;
- Ability to work independently;
- Communicate unmet needs for achieving work goals;
- Provide timely feedback to colleagues; and
- Protect the confidence of funders, donors, grantees, and CPF.

This job description is a general guide to the position and may not include all responsibilities, expectations, and conditions that arise during employment. All staff is also responsible for other duties as assigned.

CANDIDATE PROFILE
We are committed to recruiting candidates of color and diverse gender expressions. We are seeking an individual who is:

- Committed to our work and Native communities on the Colorado Plateau
- Well-organized and a self-starter who likes to take the initiative.
- Is curious and seeking opportunities to grow and expand their knowledge and skills with a growing organization
- Skilled at managing multiple projects with attention to detail and deadlines
- Comfortable working in a fast-paced environment and able to adapt to changes

QUALIFICATIONS & SKILLS
Successful candidates are:
- Someone who lives where we serve and/or is from one of the Colorado Plateau's Native communities.
- Outstanding written, oral, and interpersonal communication skills.
- Commitment to professionalism.
- Independent initiative and ability to self-manage workflow and activities
- Upbeat, collaborative work style.
- Demonstrated ability to manage multiple projects simultaneously.
- Demonstrated ability to manage time, workload, and stress in a fast-paced and multi-tasking environment.
- Excellent skills in document production and appearance, including high-level proofreading skills.
- Demonstrated ability to use MS Office, Zoom, including PowerPoint, Excel, and Word.
- Demonstrated ability to coach and mentor the CEO on software and other technical applications.
- Ability to troubleshoot technology issues.
- Openness to and interest in working in a multicultural environment that respects and values diversity among staff, board, clients, and other relationships
- Two years of administrative experience is preferred but not required.
CPF provides health, dental, vision, life insurance, disability insurance, and contributions to a 401K. CPF also provides paid time off, paid sick leave, paid holidays, and flexible cultural leave days.

Colorado Plateau Foundation is an equal-opportunity employer. We strongly encourage applications from women, people of color, bilingual and bicultural individuals, and members of the lesbian, gay, bisexual, and transgender communities. CPF will not discriminate against an applicant because of race, religion, sex, national origin, ethnicity, age, disability, political affiliation, sexual orientation, gender identity, color, marital status, or medical conditions.

For applicants with disabilities, CPF will make reasonable accommodations so that qualified disabled applicants may participate in the application process. Please advise in writing of special needs at the time of application.

APPLICATION INSTRUCTIONS

Email a resume, cover letter, and a list of 3 references to Operations and Programming Manager Emily Fredrickson at: efredrickson@coloradoplateaufoundation.org

The application deadline is August 11th, 2023; however, if you are interested in the role, please submit your application ASAP. Finalist candidates can expect to complete a criminal background check.

coloradoplateaufoundation.org