



Community Foundation of Eastern Connecticut

Administrative and Executive Assistant

The Community Foundation (CFECT) is the largest and most comprehensive funder of nonprofit organizations in Eastern Connecticut. Since 1983, CFECT has aligned its fundraising, grantmaking and civic leadership efforts to address the region's most pressing issues and needs. The Foundation is a dynamic, fast-paced workplace with a compelling strategic plan in place. Its dedicated employees, board members and other volunteers are committed to creating positive change in Eastern Connecticut.

Comprised of 530 charitable funds, CFECT stewards assets of \$97 million and has awarded more than \$61 million in grants and scholarships to area nonprofits and students since inception. For donors, CFECT offers a complete toolkit for charitable giving, expert assistance in learning more about the causes they care about, and the opportunity to join others with similar interests to learn and give together. For the community at large, CFECT offers a permanent, growing source of grant and scholarship monies, as well as a common meeting ground, leadership and advocacy on important issues in our 42-town service area. Visit us at www.cfect.org.

CFECT is currently seeking an **Administrative and Executive Assistant** to greet all calls and visitors with a smile and helping hand. She/he is the first face of the Community Foundation many folks encounter and represents our inclusive, kind, collaborative values and culture. As a member of a ten-person staff, this position reports to the President and CEO.

Primary responsibilities include:

- Provide administrative support to the President and other staff
- Perform duties in the capacity of Executive Assistant, as needed, with the goal of keeping the office of the President running smoothly
 - o Managing the President's calendar and meetings
 - o Utilizing Outlook and FIMS to record and update President's contacts
 - o Perform all administrative functions on behalf of the President
- Assist with event and meeting preparation
- Act as liaison for the Board of Trustees and other committees; prepare minutes at board meetings and send out all relevant documents for each board meeting
- Provide a high level of customer service by answering the phones and interacting with donors and other visitors
- Assist the development & communications departments with the preparation of appeals, event invitations, and other publications
- Other general office duties including maintaining filing system, order office supplies, oversee repair and maintenance of office equipment
- Other duties as assigned

Qualifications:

- College degree preferred and at least 4 years of experience in an Administrative capacity. Experience as an Executive Assistant is highly desirable
- Good writing skills
- Team player, collaborative, positive and a sense of humor
- Proven ability to manage multiple projects and tasks simultaneously
- Organized
- Ability to set priorities
- Must work independently and in a team environment
- Solid experience with Microsoft products
- Excellent interpersonal and communication skills, including pleasant telephone manner

Compensation:

- Salary commensurate with experience. Generous benefits package, including health, dental, retirement and vacation.
- The Community Foundation of Eastern Connecticut is an equal opportunity employer. All candidates will receive consideration without regard to their race, color, sex, origin, disability or protected veteran status. Women and Minorities are encouraged to apply.

To apply: E-mail cover letter and resume to Janet Grant, Chief Financial Officer at janet@cfect.org. The search will remain open until the position is filled. We thank all applicants and advise that only those persons selected for further consideration will be contacted.