Executive Assistant to the Executive Vice President and Chief Strategy Officer (EVP)

Position Title: Executive Assistant to the Executive Vice President & Chief Strategy Officer (EVP)
Reports To: EVP
Status: Full-Time
FLSA Status: Non-Exempt

FOUNDATION OVERVIEW
The Joyce Foundation is a private, nonpartisan philanthropy that invests in public policies and strategies to advance racial equity and economic mobility for the next generation in the Great Lakes region. We support policy research, development, and advocacy in six program areas: Culture, Democracy, Education & Economic Mobility, Environment, Gun Violence Prevention & Justice Reform, and Journalism. We focus our grant making primarily in the region, while also exploring promising, evidence-informed policy solutions nationally and at the federal level. The Joyce Foundation makes charitable distributions of $50 million annually on assets exceeding $1 billion.

The Foundation’s commitment to racial equity and economic mobility is reflected in our strategic grant-making priorities, which aim to improve outcomes for all young people, with a focus on young people of color who disproportionately face structural barriers to social and economic progress. It also is reflected in our business operations, as we work to measure the impact of our grant making, staffing, and contracting with the goal of creating greater, more equitable opportunities for people of color. Our work on this front is ongoing. We are committed to aligning our policies, practices, and resources to foster equitable opportunity for all. The Foundation has a staff of 30 and is governed by a 12-member Board of Directors.

The Foundation offers a competitive salary, a generous employee benefits package including paid time off and generous health and wellness benefits and an environment of continuous learning, commitment and self-accountability. We look forward to your application.

POSITION SUMMARY:
The Executive Assistant to the EVP of The Joyce Foundation delivers fully dedicated executive level support to the EVP, including comprehensive and streamlined administrative support, scheduling, travel planning, meeting coordination, expense management, and grants administration. This role includes frequent communication with executive and senior level Foundation staff, as well as board members, external partners, collaborators and other contacts to enable the EVP to achieve their functional and leadership objectives.
Principal Duties and Responsibilities

Scheduling and Calendar Management

- Schedule and plan internal and external meetings to effectively manage EVP’s appointment calendar
- Organize, plan and manage internal and external meetings and requests for the EVP’s respective time, which will include, among other things:
  - Meetings with external stakeholders
  - Management team meetings and special projects
  - Meetings with direct reports
  - Quarterly and annual review meetings
  - Monthly Program Team meetings
  - Grant-making proposal ‘cuts’ meetings
- Track and timely update all EVP speaking engagements
- Track and notify EVP of important deadlines related to goals and objectives

Administrative Support

- Manage information flow and inform EVP of matters requiring attention with the goal of ensuring executive’s time is spent on high-utilization activities
- Create, format and edit internal and external correspondence
- Collect, analyze and draft documentation and other information in order to conserve executive’s time
- Create and edit compelling presentations for executive by formatting, inputting, editing and manipulating text, images and other digital graphics
- Monitor and maintain well organized document management systems to ensure proper recording keeping of Foundation documents and other information
- Read, screen and prioritize daily phone calls, mail and email inbox, respond to routine matter and route to appropriate team members accordingly
- Maintain contacts in applicable databases
- Provide support to EVP related to direct reports, including:
  - Staff meeting communications and planning
  - Extensive follow-up and communication
  - Tracking and storing of review process and related documentation

In-person and Virtual Meeting Management

- Meeting Management for scheduled meetings
  - Arrange venue, dining options, technology and catering requirements
  - Manage applicable contract negotiation, with executive approval
  - Plan and arrange seating charts, including name tags, place cards and table tents
  - Serve as Foundation liaison to special guests and external meeting presenters
  - Ensure timely production of event programs
- Executive Support for meeting preparation and follow-up
  - Ensure invites are sent to appropriate persons
Follow-up and tracking planned attendance of all relevant persons
Collect documentation on vaccination status
Prepare an advance agenda and transmitting to attendees
Collate and distributing any meeting materials or pre-reads
Ensure any presentations and complete and ready for public consumption
Research and provide background profiles of unknown attendees
Provide other relevant background information to executive in a timely manner, including grantmaking write-ups and recommendations
Prepare, format, edit and distribute meeting minutes

Travel Planning and Expense Management

- Make and manage travel and accommodation arrangements
- Prepare detailed and up-to-date itineraries and maintain all trip files
- Track daily, weekly and monthly expenses
- Organize, compile, reconcile and submit monthly expense reports in a timely manner

Grants Administration
Support EVP with the preparation and processing of grant recommendation using the Foundation’s grants management software (Fluxx)

- Promptly and clearly respond to routine written and phone inquiries about grants
- Review grant proposals for completeness
- Assist EVP in the preparation and editing of written grant recommendations and other grant related documents
- Prepare materials for the meetings of the Board of Directors according to defined procedures
- Compose drafts of grant award letters and other grant-related correspondence
- Consistently ensure grant and grantee information in Fluxx is current and accurate
- Monitor timely submission of grant reports

Project Management

- Assist with any special projects as needed to ensure they stay on time and on budget
- Oversee external committee, board and membership affiliations for the EVP

SUPERVISORY RESPONSIBILITY
None

ESSENTIAL FUNCTIONS
To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.

QUALIFICATIONS
The requirements listed below are representative of the knowledge, skills and abilities required to successfully perform the role of Executive Assistant to the EVP of the Joyce Foundation.
EDUCATION and/or EXPERIENCE

- High school diploma or equivalent
- Seven plus years of executive-level administrative support with exceptional organizational skills and detail orientation
- Prior knowledge and/or exposure to foundation and grantmaking policies and procedures or willingness and ability to quickly obtain this knowledge
- Demonstrated ability to provide exceptional administrative support that includes scheduling, calendar management, generating correspondence and reports and ongoing interface with internal and external stakeholders

ORGANIZATION, PLANNING AND COMMUNICATION SKILLS

- Ability to consistently follow directions, plan and organize one’s own work and manage the planning and organizing of the work of executive-level team member
- Highly skilled in schedule organization and coordination
- Professional, confident, tactful, diplomatic, friendly, discrete and trustworthy
- Highly effective written, oral and digital communicator, with demonstrated ability to communicate clearly, concisely and with accuracy under varying timelines
- Excellent time management skills, ability to prioritize and manage multiple and varied projects and tasks simultaneously and successfully, ensuring strict deadlines are met
- Ability to interact professionally, cordially and confidently in a variety of business contexts with internal and external stakeholders, including internal staff, board members, other funders, potential and current grant recipients
- Ability to work independently as well as in a team setting
- Strong commitment to excellence in work product delivered by self and others
- Ability to contribute to the formation of effective working relationship across all levels of the organization
- Proficiency in English grammar, spelling and vocabulary, and strong proofreading ability

COMPUTER AND TECHNICAL/SKILLS

- Expert level proficiency with all Microsoft Office applications—Word, Excel, PowerPoint, Outlook
- Proficiency entering information into and retrieving information from CRM database applications
- Comfort with database technology and ability to learn new technology quickly and competently
- Experience with board portal software. preferred

REASONING ABILITY

- Ability to understand general information and identify solutions to routine, semi-routine and semi-complex problems
- Ability to proactively solve problems in a fast-paced work environment using critical thinking and creativity

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this position.

- Ability to walk and stand occasionally and sit for extended periods of time
• Ability to view and read information on screen and paper for extended periods of time

**WORK ENVIRONMENT** The work environment characteristics described here are representative of those and employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

This position is on-site; remote work may be permitted with management approval. Joyce requires employees to be fully-vaccinated against COVID-19 and have received a COVID vaccine booster shot if a booster is indicated per CDC booster timing guidelines (subject to reasonable accommodation for those who cannot receive a COVID vaccination due to a disability or a sincerely-held religious belief).

**TRAVEL REQUIREMENTS**
None

**TO APPLY**
Please submit a cover letter that outlines your interest and qualifications for this position along with your resume to: talent@joycefdn.org.