

POSITION PROFILE: EXECUTIVE ASSISTANT TO THE PRESIDENT/CEO AND BOARD LIAISON

Are you someone who thrives in a forward-thinking environment, and who is driven by community impact? Do you possess strong communication, administrative, and organizational skills, with the ability to maintain balance among multiple priorities? If you're innovative, detail-oriented, and looking for your next career opportunity, we'd love to learn more about you!

kpCompanies is partnering with the Northwest Area Foundation to find its next Executive Assistant to the President/CEO and Board Liaison.

THE ORGANIZATION: NORTHWEST AREA FOUNDATION

MISSION:

We stand alongside changemakers in our region of eight states and 76 Native nations and fund work that leads to racial, social, and economic justice.

VISION:

We envision that the people of our priority communities—including Native Americans, communities of color, immigrants, refugees, and people in rural areas—thrive on their own terms.

Our grantee partners work with their communities to reimagine and restructure unjust systems—to serve, support, and heal people and communities. Their work advances self-determination by building the power of people and communities to liberate themselves from policies, practices, and beliefs designed to disadvantage them.

VALUES:

We encourage all team members to embrace and embody our organizational values that steer our collective efforts: social justice, grantees come first, trust, listen and learn for change, heart, and courage. Learn more about our values [here](#).

POSITION SUMMARY

This individual provides high-level support to the President/CEO while also serving as the liaison between the CEO and internal/external stakeholders. This role requires exceptional organizational skills, attention to detail, and the ability to manage multiple priorities effectively. The Executive Assistant plays a crucial role in supporting Board meetings, managing Board logistics, and ensuring the smooth functioning of the President/CEO's office.

REPORTING STRUCTURE

Reporting directly to the President/CEO, the Executive Assistant is responsible for managing all aspects of Board meeting logistics, including scheduling, coordinating travel, and preparing meeting materials. This role also involves providing administrative support to the Director of People and Culture as needed.

JOB RESPONSIBILITIES

Administrative Support

- Manage the President/CEO's calendar, including scheduling and allocating time as needed.
- Develop President/CEO and related Board Committee budgets including annual review and allocation of funds.
- Coordinate travel arrangements and process related expenses.
- Organize paper and electronic files.
- Assist in coordinating weekly Senior Leadership Team meetings.
- Draft written materials on behalf of the President/CEO.
- Create reports, documents, and other materials as needed.
- Provide general administrative support for Foundation projects.
- Provide backup support to the Executive Assistant to the Vice President of Finance and Administration/Chief Financial Officer, as well as the support staff for the Vice President, Program, as required.
- Perform other duties as directed.

Project Planning and Implementation

- Develop timelines and agendas for Board meetings in consultation with the President/CEO and Board Chair.
- Conduct site research, identify suitable venues, and manage room reservations for meetings.
- Coordinate conference and video conferencing capabilities, as well as setup and catering arrangements.
- Plan, schedule, and coordinate meals and snacks for both on-site and off-site meetings.
- Manage travel plans, including flights, lodging, transportation, and event schedules for Board and Committee members with complex schedules.
- Coordinate the flow of meetings, meals, and occasional site visits with grantees.

Strategic Support and Development

- Understand the functional areas of the Foundation to effectively participate in and execute the strategic work of the President/CEO.
- Manage the grant process for selected grants on behalf of the President/CEO.
- Develop leadership skills through participation in external philanthropic and nonprofit learning and leadership opportunities.

Board & Governance

- Serve as the President/CEO's administrative liaison to the Board.
- Manage all aspects of Board meeting logistics, including scheduling, coordinating travel, and preparing meeting materials.
- Maintain Board and Committee attendance records and compensation payment information, providing records to the Controller and Accountant as required.
- Manage Board, Trustee, and Committee meetings according to the annual operating plan, making changes as necessary.
- Coordinate various recurring Board tasks, including travel arrangements, surveys, emergency contact information, biographical information, proxy form mailing, and annual group photos.
- Manage Board portal (BoardEffect) to ensure all content is accurate and up to date.
- Assist in the development and execution of the annual Board retreat.

Project Management

- Serve as project lead in preparing the timeline for quarterly Board meeting packets.
- Coordinate and execute out-of-town Board retreat meetings and site visits.
- Manage special projects on behalf of the President/CEO as assigned.

System Management

- Lead system adoption and compliance, particularly with the Board portal (BoardEffect).
- Collaborate with the IT Strategy & Solutions Manager to ensure system relevancy and efficiency.

Relationships

- Interface with Foundation staff, legal counsel, auditors, and other Foundation relationships on behalf of the Executive Office.
- Coordinate efforts with other administrative staff for projects in support of the President/CEO's work.
- Represent the interests of the President/CEO at external meetings.

QUALIFICATIONS

Below are some of the typical requirements for the Executive Assistant. We recognize that skill sets can be a complex combination of experiences. Even if your background does not exactly match these requirements but you have a passion for our work, we would love to hear from you and we recognize the value of transferable skills.

Education

- Bachelor's degree preferred.

Experience

- 5+ years supporting C-Level Executives, preferably in a nonprofit or equivalent.
- Proficient in Microsoft Office (Outlook, Word, Excel, PowerPoint) and Adobe Acrobat.
- Experience with Board portal and grant management software (e.g., BoardEffect and/or Fluxx) is desired.
- Track record of meeting deadlines in a fast-paced environment.
- Previous experience maintaining confidentiality.

Knowledge, skills, traits, and abilities

- Strong organizational, multitasking, and prioritization skills.
- Excellent interpersonal, written, and verbal communication skills.
- Proactive problem-solving and decision-making ability.
- High emotional maturity and discretion in handling confidential information.
- Resourceful team player with the ability to work independently.
- Proactive thinker, solution oriented, and goal driven.
- Outstanding judgment and initiative.
- Ability to anticipate needs and issues.
- Proficient in task organization and time management.
- Exceptional customer service and interpersonal skills.
- Flexible and adaptable to changing priorities.

Physical requirements and work environment

- Hybrid working environment, requiring at least 2 days/week in the Foundation offices.
- Work is normally performed in an office environment with frequent use of office equipment.

Travel

- Plan and execute annual Board retreats and regular meetings outside St. Paul.
- Represent the Foundation at conferences or host Board and staff members at justice, equity, diversity, and inclusion (JEDI)-related conferences.
- Travel required (10%-15% of working time) for Board meetings and other Foundation-related events.

Reasonable accommodations may be made to enable employees with disabilities to perform the principal duties and responsibilities for the position.

EQUITY AND SALARY DISCLOSURE

Salary Range: \$75,000 – \$85,000

We believe in practices that create real equity and pay parity regardless of background or identity. We freely discuss compensation with all qualified candidates the first time we interview them. Saving the salary discussion for the first conversation allows us to

understand the needs of each candidate fully and to ensure that qualified candidates, even those who've historically been overlooked and/or underpaid, don't self-select out of the processes based on salary alone, as our experience and research suggest. In addition to those who opt out because they fear the salary may be out of reach for them, we equally don't want to miss out on conversations with candidates who are slightly over the range when, in some cases, the total compensation, including factors such as bonuses, flexibility, and better health benefits, etc., may exceed expectations.

Finally, as a search firm, we always look for top-notch talent to introduce to our clients. Should the salary or any other requirement not be fit, there is often a chance that someone on our team is working on another position that may be a better fit for you.

If you would like to discuss your qualifications for this role and salary and compensation, call kpCompanies, and we'd be happy to discuss.

AN EQUAL OPPORTUNITY EMPLOYER WITH A COMMITMENT TO JUSTICE, EQUITY, DIVERSITY, AND INCLUSION (JEDI)

We are proud to be an equal opportunity employer and an organization committed to JEDI and the perspective of all voices. We consider applicants equally in regard to race, age, gender, sexual orientation, religion, marital status, disability, political affiliation, or national origin.

The above statements are not intended to encompass all functions and qualifications of the position; rather, they are intended to provide a general framework of the requirements of the position. Job incumbents may be required to perform other functions not specifically addressed in this description.

All submissions are received in the strictest confidence.