



**WOMEN'S FOUNDATION OF MINNESOTA
JOB DESCRIPTION**

Title: Executive Assistant to Chief Strategy & Innovation Officer and Office Manager	Employment Status: Full-time
Department: Operations and Community Impact	FLSA Status: Non-Exempt
Reports To: Vice President of Finance and Operations, and Chief Strategy & Innovation Officer	Supervises: Not Applicable
Salary: \$21.63 – \$24.04 per hour, depending on experience (salary equivalent of \$45,000 - \$50,000) plus benefits	Location: Hybrid (part remote & part on-site)

SUMMARY

The Executive Assistant to the Chief Strategy & Innovation Officer and Office Manager has two core functions: supporting the Chief Strategy & Innovation Officer and supporting the Foundation through overall office management responsibilities.

The Executive Assistant will liaise between the Chief Strategy & Innovation Officer and internal and external constituents, including staff, Board of Trustees, donors and funders, colleagues, additional stakeholder groups, and exhibit excellent interpersonal skills, diplomacy, hospitality, and professionalism. The position requires the ability to prioritize tasks and issues while scheduling and managing logistics for the Chief Strategy & Innovation Officer. As a motivated professional, the Executive Assistant will provide the management and administrative systems needed to support a busy executive. The successful candidate will be a problem-solver and team player with an appetite for a high-energy and entrepreneurial work environment.

This position is also responsible for performing the office management duties to support the office of the Women's Foundation of Minnesota. The Office Manager will take initiative and work proactively to ensure all staff have the tools, technology, and supplies they need to effectively and efficiently support WFMN's mission of driving gender and racial equity. This position understands and values the importance of administrative work and does so alongside the Vice President of Finance and Operations to ensure excellence in internal operations. Responsibilities include welcoming visitors on-site, answering phones and general Foundation email, troubleshooting technology issues, maintaining office machines, processing mail, ordering office supplies, managing files, meeting preparation, ensuring compliance with the organization's policies and procedures, and supporting the Executive Assistant to the President and CEO, based on Foundation needs and capacity.

PRIMARY RESPONSIBILITIES

Assistant to Chief Strategy & Innovation Officer: 60%

1. Manage outreach to donors, volunteers, and community organizations with Chief Strategy & Innovation Officer.

- Schedule and set up meetings with donors, elected officials and their staff, corporate and philanthropic leaders, additional stakeholders.
 - Organize appointments and meetings with Foundation stakeholders.
 - Provide follow-up support from stakeholder meetings.
 - Ensure materials and background information are researched and prepared.
2. Provide administrative support to Chief Strategy & Innovation Officer.
- Organize and sustain filing system.
 - Answer and screen calls.
 - Manage email file organization to ensure efficient retrieval of stored messages.
 - Manage electronic files: storing, archiving, and retrieving files.
 - Manage calendars.
 - Troubleshoot technology issues and liaise with IT consultant as needed with efficiency to resolve technology issues.
 - Assist with project management to ensure deadlines are met.
3. Work with Chief Strategy & Innovation Officer to project-manage consultants, committees, and Foundation projects.
- Project manage Chief Strategy & Innovation Officer's annual solicitation plans to ensure completion.
 - Update Raiser's Edge for contact reports and upcoming actions. Ensure entries are completed at least weekly.
 - Participate as requested in monthly Advancement meetings.
 - Update and maintain other program-related operating plans.
 - Efficiently and effectively support the work of the Chief Strategy & Innovation Officer with planning tools, updating tools and templates, as necessary.
 - Create and manage project workplans as assigned by scheduling internal and external meetings, logistics, ensuring work product is prepared, and driving deliverables to completion.
 - Drive progress on workplans by ensuring preparation and execution by Chief Strategy & Innovation Officer and other applicable team members.
 - Schedule meetings and serve as secondary contact.

Office Management: 40%

- **Provide office management to Foundation and Administration Department.**
 - Manage knowledge of phone systems, copier, conferencing technology, kitchen appliances, and other office machines. Place service calls, as necessary. Troubleshoot all technology issues and involve vendors as necessary to identify and implement solutions.
 - Identify staff technology training opportunities based on software upgrades and implementations, as well as themes of staff inquiry.
 - Ensure a clean and organized front desk and general office space.
 - Order food for meetings to support Board of Trustees, committees, and Foundation events.
 - Prepare conference room for meetings and events, including managing the room's calendar and setting up necessary technology.

- Assist with technology for virtual and hybrid meeting formats.
 - Perform daily filing, keeping files organized for easy retrieval of documents and materials.
 - Perform word processing and other computer applications as requested, using a variety of software products to complete projects, including Word, Excel, Raisers Edge, etc.
 - Maintain supply and equipment inventory, assisting in the ordering, receiving, stocking and distribution of office supplies.
 - Arrange for courier pick-up and delivery.
 - Manage office protocols and documents including staff phone tree, kitchen duties, office maintenance list.
 - Manage relationships with vendors for office supplies, copier, and mail machine.
 - Facilitate monthly Administration Team meetings (creating agendas, schedule meetings, taking notes and assigning follow-up and tracking task completion.)
 - Facilitate and maintain staff culture around celebrations, staff development and integration (for example: scheduling life event celebrations, coordinate staff employment related recognitions and gatherings, identify and coordinate consultants as requested and appropriate.)
 - Assist Executive Assistant to the President & CEO with Board of Trustee and Committee recognition and meetings as requested.
 - Adapt office management processes and procedures to a hybrid environment, ensuring documentation is updated.
- **Perform telephone and receptionist duties to ensure all callers and visitors receive high-quality service in all areas.**
 - Meet and greet guests in a welcoming and friendly manner.
 - Answer telephone and respond to general email inquiries, representing the Women’s Foundation of Minnesota with enthusiastic, professional, solution-oriented communication skills.
 - Serve as organization’s primary resource for general Foundation information, acquiring and maintaining sufficient knowledge and expertise to answer a wide variety of caller questions.
 - Refer callers to the appropriate employees, handle the requests in a timely manner, or take thorough, detailed messages when applicable.
 - Maintain a clean and organized reception area and office.

SECONDARY RESPONSIBILITIES

- Provide administrative support to other members of the executive team and Executive Assistant to the President & CEO as capacity allows and needs dictate.
- Participate as an active member of the Foundation staff by working collaboratively to create synergy and efficiencies with other staff members; and by communicating openly and honestly with staff and volunteers.
- Attend Women’s Foundation of Minnesota events, as required and/or as requested by the Vice President of Finance and Operations and Chief Strategy & Innovation Officer.

JOB SPECIFICATIONS

Desired Education and Experience

- Bachelor’s degree or equivalent education and experience.
- Minimum of three years of administrative experience required. Experience assisting an executive preferred.
- Practical work experience and/or interest in grantmaking, fundraising, event management or other non-profit work a plus.
- Experience and comfort using PC computers, Microsoft products (SharePoint, Word, PowerPoint, Teams, and Excel), the Internet, and a commitment to learn and become proficient in Raiser’s Edge and GE Fusion databases.
- Commitment to gender and racial equity, specific to women, girls, and gender-expansive people.

Knowledge, Skills and Abilities

- Demonstrates initiative and a solution-focused attitude while positively contributing to our team’s work environment.
- Commitment to gender and racial equity, including actively participating in WFMNs learning culture in diversity, equity, and inclusion.
- Detail-oriented, well-organized, and methodical.
- Self-motivated and able to plan and manage own work. Able to solve routine problems independently.
- Ability to understand and take direction and ask questions as needed to clarify work.
- Learn new skills quickly and develop abilities as necessary to support an evolving organization.
- Expertise in building rapport with a wide range of stakeholders — from program and executive directors to volunteers, board, committee members and elected officials.
- Must excel at managing multiple projects while remaining detail-oriented, well-organized, and methodical.
- Understands confidential nature of organization information and maintain confidences.
- Works as an effective and proactive team-player.
- Sense of humor.
- Passion for the Women’s Foundation of Minnesota’s mission.

Physical Requirements Necessary to Perform This Job

- Ability to use telephone and communicate with people both in and out of the office environment.
- Sit at desk for extended periods, as well as move around office area repeatedly throughout the day.
- Ability to review detailed reports and information.
- Ability to move around office area repeatedly throughout the day.

Tools and Equipment Used

- Will use multi-line telephone, calculator, copy machines, fax machines, computers, postage machine, and other office equipment.
- Proficient in MS Office Suite software.