



STUART FOUNDATION

IMPROVING LIFE OUTCOMES FOR YOUNG PEOPLE THROUGH EDUCATION

POSITION ANNOUNCEMENT

EXECUTIVE ASSISTANT OFFICE of the PRESIDENT

MAY 2017

CLASSIFICATION: Non-exempt
REPORTS TO: Director of Communications and Learning

ABOUT THE STUART FOUNDATION

The Stuart Foundation is a private family foundation based in San Francisco and is dedicated to improving life outcomes for young people through education. We work to ensure that education systems in California and Washington provide opportunities for students to learn, achieve and thrive.

Our guiding principle, or North Star, is an education system that values the whole child by strengthening the relationships between students, educators, families and communities. We seek to create systems that strengthen the full spectrum of a child's experiences from the classroom to the playground to the kitchen table.

As a result, children will have greater opportunities to be self-reliant, succeed in education and careers, and engage meaningfully in their communities.

The Foundation has an asset base of \$475 million, a staff of 22, and makes charitable expenditures of approximately \$20 million per year for the benefit of children and youth in the states of California and Washington.

POSITION SUMMARY

The Executive Assistant is responsible for providing efficient, pro-active administrative support to the Office of the President and supports Foundation-wide special projects.

The Executive Assistant reports to the Director of Communications and Learning, and works closely with other senior staff.

RESPONSIBILITIES

EXECUTIVE ASSISTANCE

- Schedules appointments and maintains the President's calendar and communicates his schedule to staff.
- Manages travel including: conference scheduling, directions, transportation, hotel arrangements, and other logistics for the President and senior staff.
- Takes telephone calls on behalf of the President in his absence, and provides follow-up.
- Manages President's expenses.
- Processes incoming and outgoing mail and deliveries for the Office of the President. Informs the Director of Communications and Learning of items needing immediate attention.
- Keeps President's contacts list up-to-date.

MEETING SUPPORT

- Under the direction of the Director of Communications and Learning helps plan and coordinate support for the President's meetings, including coordination of meeting participants' schedules and supporting guests' needs.
- Compiles briefing materials for meetings and conferences.
- Manages (with support from the convening team) the logistical requirements for Senior Staff Meetings including room set-up, technology support, meals and transportation.

BOARD SUPPORT AND DOCKET PREPARATION

- Assists in the preparation of materials for the Board docket.
- Makes (with the support of the convening team) all logistical arrangements for Board meetings/retreats, including room set-up, technology support, meals and transportation.
- Assists Board members and guests with travel, travel expenses and lodging arrangements.

ADMINISTRATIVE SUPPORT

- Maintains the President's filing systems to ensure archiving and easy retrieval of information.
- Provides copyediting and proofreading support on all internal/external communications.

- Provides support to senior staff.

FOUNDATION-WIDE SUPPORT

- Assists with social media and website postings.
- Contributes as a member of the convening team by assisting with the coordination of all special events and meetings hosted by the Foundation.
- Undertakes special projects as requested.

QUALIFICATIONS

- At least seven years experience in an executive administrative support position.
- Ability to plan and prioritize workflow and meet deadlines.
- Sense of humor.
- Excellent attention to detail, accuracy, and follow-through.
- Flexibility, a “can do” problem-solving orientation; willingness to assist others as needed.
- Excellent written and oral communication skills.
- Proficiency in Microsoft Office, including Word, Excel, PowerPoint, and Outlook.
- Proficiency in using social media platforms like Twitter, LinkedIn and Hootsuite.
- Experience with WordPress, databases, and/or Salesforce is desirable.
- Experience with managing projects.
- Demonstrated ability to work effectively with a diverse staff and to collaborate effectively with diverse constituencies.
- Bachelor’s degree or equivalent knowledge and experience are required.

APPLICATION PROCESS

Interested applicants should send a letter of interest and a resume to David Barlow, Chief Financial Officer at:

Jobs@stuartfoundation.org

NO CALLS PLEASE

The position is now open. Review of applications will continue until the position is filled.

The Stuart Foundation is an equal opportunity employer and makes employment decisions on the basis of merit. Foundation policy prohibits unlawful discrimination based on race, color, religion, gender, sexual orientation, pregnancy, national origin, ancestry, citizenship, age, marital status, physical disability, mental disability, military service, legally protected medical condition or any other consideration made unlawful by federal, state or local laws.