



## Executive Administrative Assistant

The Western Colorado Community Foundation manages \$115 million in total assets and awarded \$5 million in grants and scholarships last year (2021). This growing charitable foundation headquartered in Grand Junction, CO serves seven counties in Western Colorado. For more information on our mission, purpose and projects, visit [wc-cf.org](http://wc-cf.org).

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**Job Overview:** Our growing Community Foundation seeks an experienced and sophisticated executive administrative assistant to work closely with our President/CEO, Board of Directors and committees, interact with our donors and staff, and manage the day-to-day operations of the office.

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### **Primary Job Responsibilities**

**Executive Assistant to President and CEO** - scheduling meetings, correspondence, organizing and executing follow up tasks, conducting a variety of special projects for a fast-growing organization.

**Administrative support – Board and Board Committees** including meeting logistics, preparation and review of materials, taking meeting minutes and organizing follow up tasks, archiving appropriate documents. **Donor Relations team** – solicitation and gift acknowledgement letters/tax receipts for cash and stock donations per IRS rules, researching and resolving donor issues.

**Office administration** – supervising and supporting Administrative Assistant, overseeing reception, mail, supplies, furniture, space expansion planning; IT troubleshooting, maintenance and upgrading of computer equipment, server administration; database management including clean up and ongoing maintenance of shared computer server, paper files and specialized database for our field; organizing staff gatherings and promoting teams and collaborative organizational culture.

### **Supervision and Reporting**

The Executive Administrative Assistant will work closely with the President/CEO and report to the Controller.

### **Job Qualifications**

Bachelor's degree and minimum of five years of experience in similar position, with progressively more responsible duties.

Excellent written and verbal communication skills.

Strong computer skills: Word, Excel, Adobe Pro. Strong database skills and demonstrated ability to master new specialized software.

Highly professional in manner and communications skills with professionals, WCCF donors and our busy President/CEO.

Trustworthy, competent and reliable. Organized and detail-focused. A team player.

Experience with reviewing real estate and financial documents and contracts helpful. Comfortable serving as liaison to attorneys, real estate and financial agents and brokers.

Interest in our organization's philanthropic mission and work.

### **Compensation and Benefits**

Starting annual salary of \$45,000 to \$55,000 based on experience.

Excellent benefits, including vacation, sick and holiday leave, health insurance, dental and vision insurance options, and contributions to a retirement plan.

Flexible and friendly work environment and exciting mission.

### **Application Instructions**

Email cover letter explaining interest in the position and resume with "Executive Administrative Assistant" in the subject line to [jobs@wc-cf.org](mailto:jobs@wc-cf.org).

No phone calls please.

Position is open until filled, with an anticipated start date in May/June 2022.