

# FOUNDATION FOR THE CAROLINAS

## JOB DESCRIPTION

Title: Executive Administrative Assistant Division/Department: Philanthropic Advancement

Reporting To: Senior Vice President for Philanthropic Advancement; dotted line to General Counsel & Senior Vice President

FLSA Classification:  Exempt  Non-Exempt

Employment Type:  Full Time  Part Time  Intern  Contract

### POSITION SUMMARY

This person will provide administrative support for the legal, investment and advancement functions of Foundation For The Carolinas. Reporting to the Senior Vice President of Philanthropic Advancement (with a dotted line to the General Counsel & Senior Vice President). The successful candidate will be self-starter who is efficient, organized, client-focused and can anticipate needs of the SVP for Philanthropic Advancement (SVP) and General Counsel & Senior Vice President (GC).

This person must thrive in a fast-paced environment with competing priorities. A strong candidate will have a track record in successful project management, show great attention to detail and be comfortable navigating new technology. A self-starter who anticipates needs will do well in this role.

### DUTIES & RESPONSIBILITIES

#### GENERAL ADMINISTRATIVE SUPPORT:

- Responsible for calendaring internal and external meetings and preparing meeting materials
- Manages monthly reports from Financial Edge, Raisers Edge, Power BI and ProMapp
- Drafts letters and prepares Power Point presentations
- Responsible for scheduling, planning, and executing team meetings and other events related to the PA, legal and investment teams
- Serves as part of the active rotation for reception coverage, which may include staffing during opening, morning & afternoon breaks, lunches and additional coverage, as needed
- Provides prompt, high level customer service support to donors, clients, and professional advisors
- Manages HR calendar for General Counsel and SVP for Philanthropic Advancement
- Responsible for developing a command of FFTC products and services offered in order to speak knowledgeably to prospects and FFTC referral network, professional advisors and others
- Coordinates an annual retreat for the Philanthropic Advancement team
- Prepares and submits expense reports
- Orders supplies for Philanthropic Advancement, Legal and Investment teams
- Other duties as assigned by the SVP and/or GC

#### GENERAL COUNSEL SPECIFIC SUPPORT:

- Assists with legal document processing, execution, document retention, etc.
- Supports the team to developing and maintaining processes (e.g., document retention and retrieval)
- Provide administrative support for FFTC investment committee

- Supports the team in developing and implementing team processes (e.g., document retention)
- Responsible for scheduling and tracking continuing legal education programs
- Provides Board administrative support for the following FFTC affiliates: Community Real Property Holdings, Inc. (CPRH) and Community Investments Foundation (CIF) as well as any others that may be assigned
- Prepares meeting materials, including agenda and Board packets
- Oversees administration of Boards including meeting planning and logistics, minutes and correspondence to Board members

**ADVANCEMENT/DEVELOPMENT SUPPORT:**

- Supports development of new business by preparing PowerPoint presentations, drafting letters and proposals, and performing other business development tasks, including scheduling meetings and preparing prospecting packets
- Enters and maintains client data and records in Raiser’s Edge and other software utilized by FFTC
- Assist in new fund opening and planned gift processing
- Prepares materials for all meetings

This list of duties and responsibilities is not intended to be all-inclusive. The employee will also perform other business-related duties as assigned by the SVP and/or GC.

**JOB QUALIFICATIONS**

- 5 years+ of administrative support experience
- Experience working in a larger tax-exempt organization, financial institution or law firm preferred
- Past work experience in Blackbaud suite of products is an asset
- Advanced proficiency in Microsoft Office applications (Word, Excel, Outlook, & PowerPoint)
- Strong project management and organizational skills, detail oriented
- Responsive, service-oriented workstyle
- Strong executive function skills
- Ability to multi-task, be adaptable and work under pressure and maintain deadlines
- Ability to work both independently and as part of a team
- Strong written and verbal communication skills
- General ability to perform the essential functions and overall physical and mental requirements of this position, including stamina to perform tasks over extended periods and ability to occasionally move about to accomplish tasks or move from one worksite and/or workstation to another

Note: Proof of fully authorized vaccinated Covid-19 status is required (or FFTC authorized religious or disability accommodation).

**POSITION SPECIFIC COMPETENCIES**

Select from the following position-specific competencies. Please limit the total number of competencies to 7 or less.

All Employees:  Communication & Interpersonal Skills

Executive Team:  Leadership  Strategic Thinking  Fiscal Stewardship

All Supervisors:  Delegating Responsibility & Empowering Employees  Managing Employee Performance  Ensures Consistent Policies & Practices

General:

Affiliate Management  Budgeting & Cost Awareness  Building Organizational

Building Team Environment

Customer Skills

Entrepreneurial Orientation

Implementing New Technologies

Job Skills

Meeting Targets

Productivity

Relationship Building/Networking

Time Management

Client Records

Dependability

Equipment Skills

Initiative

Managing Meetings

Presentation Skills

Project Management

Results Oriented

Training & Development

### Commitment

Concern for Employee Satisfaction

Ensures Proper Training in New Technologies

Fund Management

Innovative Thinking

Managing Multiple Priorities

Product Knowledge

Quality of Work

Technical Skills

Writing Skills