

Executive Assistant

Job Title: Executive Assistant

Department: Executive

Reports To: President & CEO

Category: Non-Exempt, Full Time

The Dallas Foundation

The Dallas Foundation is a community foundation that brings together people, ideas, and investments in Greater Dallas so individuals and families can reach their full potential. Working closely with our donor partners, we share our expertise, leadership, and the opportunities to co-invest in solutions that match their interests and make a meaningful difference. We also support programs that benefit children ages birth to 3 as well as those that advance equity and inclusion, ensure community and economic resilience, and enhance our community's nonprofit ecosystem, prioritizing partnerships that reduce intergenerational poverty and meet today's pressing needs while positioning Greater Dallas for a brighter, more equitable tomorrow.

Position Summary:

Reporting directly to the President and CEO, the Executive Assistant provides executive support in a one-on-one working relationship to ensure her office operates in an organized, efficient, and professional manner. The ideal candidate will be a proactive problem solver with outstanding customer service skills and keen attention to detail who can remain one step ahead to anticipate the needs of the President and CEO. The Executive Assistant will have a demonstrated ability to deal with highly confidential information and act as a liaison between the President and CEO and other internal and external stakeholders.

Duties and Responsibilities:

To excel in this role, the ideal candidate must demonstrate proficiency in fulfilling each essential duty and responsibility. These include the following:

- Completes a broad variety of administrative tasks for the President and CEO including managing an extremely active schedule; tracking and managing credit card receipts; and arranging occasional travel
- Plan, coordinate, and ensure the President and CEO's schedule is followed and respected
- Understand the urgency and importance of all meeting requests to determine scheduling priorities, while retaining a deep understanding of the President and CEO's calendar preferences to act as independently as possible when scheduling or rescheduling
- Ensure the President and CEO is thoroughly prepared and briefed in advance of meetings, including providing bios of attendees, history of donations or grants, and other relevant information
- Serve as point person and provide administrative support for Senior Management Team, as necessary
- Work closely and effectively with the President and CEO to keep her well informed of upcoming commitments and responsibilities, following up appropriately
- Act as a "barometer," having a sense for the issues taking place and keeping the President and CEO updated

- Coordinate and assist with meeting preparations including arranging catering, setting up and cleaning the room, and ensuring all technology and equipment are functioning properly
- Coordinate with staff on all documentation requiring the President and CEO's signature
- Research, prioritize, and follow up on incoming issues and concerns addressed to the President and CEO, including those of a sensitive or confidential nature. Determines appropriate course of action, referral, or response
- Liaise with internal staff at all levels on behalf of the President and CEO when required
- Provide support in the execution of Foundation events
- Assist with special projects and other general office tasks as needed or assigned
- Maintain discretion and confidentiality in all internal and external relationships

Supervisory Responsibilities:

None

Qualifications:

The requirements listed below are representative of the knowledge, skill, and/or ability required.

- Aligned with [The Dallas Foundation's Organizational Values](#)
- Highly organized, able to multi-task and track multiple projects
- Ability to function well in a high-paced environment; performs additional duties as assigned by executives
- Intellectually curious
- Superb customer service
- Self-starter with a heightened sense of initiative
- Excellent time management and attention to detail
- Ability to think strategically as well as perform detailed work
- Strong collaborator; an effective team player
- Unquestionable integrity and trustworthiness
- Must be able to work after hours and weekends as necessary

Education/Experience:

- Bachelor's degree from four-year college or university required
- Five to seven years of administrative support experience, preferably at the C-Suite level
- Experience with Microsoft Office suite with advanced excel skills preferred

Physical Requirements:

The physical requirements and work environment are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions of the job.

- Moderate noise level
- Occasional standing and lifting of at least 5 pounds
- Prolonged period sitting at a desk and working on a computer

Work Environment:

The Dallas Foundation supports a hybrid work environment where all employees are expected to work in the office Tuesdays through Thursdays, with optional remote work on Mondays and Fridays.

Microsoft Office applications form the primary digital workplace along with Foundant Technologies' CommunitySuite, Grants Lifecycle Manager (GLM), and Scholarship Lifecycle Manager (SLM).

Benefits:

Benefits include medical, dental, and vision insurance as well as a 401(k) program, with employer match, and paid time off.

Applying:

The Dallas Foundation is dedicated to building an inclusive, diverse, equitable, and accessible workplace that fosters a sense of belonging.

Please send your resume and cover letter to hiring@dallasfoundation.org.