

# THE LIBRA FOUNDATION

## POSITION ANNOUNCEMENT: Executive Assistant

**Reports To: Executive Director**

**Status: Full Time/Exempt**

**Location: San Francisco, CA**

**Closing Date: March 31, 2020**

### The Foundation

The Libra Foundation is a family foundation committed to the belief that all people have the right to live in a healthy environment and in peaceful, just, and equitable societies. Libra uses a human rights lens to focus its grantmaking on three program areas: gender justice, environmental justice, and criminal justice reform/drug policy. Libra's grantees fight against systemic inequalities, organize communities most impacted by injustice, and innovate new models of networks and organizations serving our common good.

Over the past 16 years, Libra has done significant grantmaking to progressive causes and movements. More recently, the Foundation has been building a new, dynamic team as it enters its next stage of evolution, which involves a focus on supporting advocacy, civic engagement, and organizing and power building work that is led by and for communities of color and people that are most impacted by injustice.

Libra is a small team and has assets of approx. \$420 million; it is part of a larger shift in philanthropy that aims to disrupt traditional power relationships in the nonprofit world, elevate the voices of grantees, and channel new resources to diverse grassroots groups. The Foundation is an intimate environment where shared values and collaborative spirit are very important.

### The Opportunity

This newly created position presents a unique opportunity for an experienced Senior Level Executive Assistant with shared values to work in an entrepreneurial environment. The Executive Assistant will be based at the Foundation's offices in The Presidio and will report to the Executive Director. The Executive Director is a dynamic and nationally respected leader in her field.

The ideal candidate is passionate about advancing the mission of the organization through highly effective support for the Executive Director and has some experience in philanthropy or non-profits. The Executive Assistant must be well-organized, flexible and committed to excellence. The ideal candidate has a bachelor's degree and is a career Executive Assistant with long-term commitment to the profession. Experience should reflect success in a culture of high expectations and frequent change. Specifically, the ideal candidate will demonstrate proficiency with:

**Executive Knowledge:** The Executive Assistant will have a high attention to detail and accuracy, using their existing experience dealing with confidential information.

**Quality Communication:** The Executive Assistant must be an excellent communicator, in both written and oral form. This includes exceptional proficiency in spelling, grammar, copy editing and proofreading.

**High Level of Discretion:** Since the Executive Assistant will regularly work with confidential information, discretion and sensitivity is a must.

**Team Player:** In addition to working directly with the Executive Director, the Executive Assistant will also work with members of the leadership team, staff, and strategic partners and collaborate and must be able to communicate well with these groups.

**Affinity for Technology:** The Executive Assistant should be technologically savvy and will not be intimidated by learning new technology.

### **Key Responsibilities**

This is a “Chief” Executive Assistant position. The Executive Assistant should work with self-direction, proactivity, and a strategic focus. A team player, a commitment to excellence, an anticipation of needs and patience with consistent change are all needed. The specific responsibilities include the following:

#### *Executive Director Support:*

- Day-to-day both proactive and reactive administrative support
- Meeting management (preparing agendas, presentations, reports, taking notes, arranging meetings)
- Communication on behalf of the Executive Director, both internally and externally
- Complex calendar management, across multiple time zones, and scheduling
- Strategic focus on all schedule, information and travel management
- Administrative tasks (booking appointments, research projects, coordinating travel, expense reporting)
- Project management and follow-up of key organizational and leadership team deliverables
- Manage confidential information while providing process management and support

#### *General Support:*

- Manage priorities consistent with The Libra Foundation's strategy
- Transcribe and distribute meeting minutes as appropriate
- Maintain key contact lists
- Answer, vet and direct phone calls
- Manage and maintain electronic and manual filing systems
- Facilitate, organize and manage collection of data and key information
- General administrative support

### **Core Qualifications and Competencies:**

- Bachelor’s degree from four-year college or university in business, nonprofit or related field
- Minimum of 10 years’ experience as an Executive Assistant
- Passionate alignment with the mission of the Foundation
- Superior organizational skills, attention to detail and an ability to be proactive and anticipate needs
- Ability to multi-task and prioritize in a fast-paced environment
- Proficiency with Microsoft Office (Word, PowerPoint, Excel, Access) and standard computer skills (electronic mail, word processing, database development, internet usage) required

### **Additional Attributes:**

- Detail-oriented, methodical, proactive and extremely organized work style
- Talent for tracking, multi-tasking and pivoting quickly in a rapidly changing environment
- Nonprofit, foundation experience preferred
- Problem-solving skills and ability to propose and direct successful solutions

- Ability to work autonomously, yet collaborate with others as needed

### **Compensation and Benefits**

The salary for this position is competitive and commensurate with qualifications and experience. The Foundation offers a generous benefits package including medical, dental, and vision plans; paid time off and other paid leave policies; 401k matching; and a transit subsidy.

### **How To Apply**

The Libra Foundation is partnering with EASearch, LLC – national search and consulting firm – specializing in executive search. <http://www.easearch.com> To apply, email a single PDF file containing a cover letter, resume and list of three references (candidates will be notified in advance of any outreach to your references) to *Leni Miller, President, EA Search. [Leni@easearch.com](mailto:Leni@easearch.com)*

### **EEO Statement**

The Libra Foundation is an equal opportunity employer that values diverse perspectives and life experiences. We encourage people of all backgrounds to apply, knowing decisions concerning the employment relationship will be made without regard to age, race, ethnicity, color, religion, history of incarceration, creed, sex (including pregnancy), sexual orientation, gender identity or expression, national origin, marital status, citizenship status, veteran status, the presence of any physical or mental disability, or any other status or characteristic protected by federal, state, or local law, regulations and ordinances.