



WHATCOM
COMMUNITY
FOUNDATION

WHATCOM COMMUNITY FOUNDATION JOB POSTING

POSITION: Executive Assistant to the CEO

Type: Full-Time, Exempt, Salary

Location: Currently due to Covid, position is a hybrid of work from home and office

The Opportunity: Join a dynamic mission-oriented team passionately committed to help create a Whatcom County where everyone who lives here thrives. We work to create conditions for inclusive prosperity through research, advocacy, and adaptation. We invest in structures, systems, community learning and skill-building to increase resilience. And we attract and deploy resources which allow us to launch impactful projects and programs, to make impact investments and grants, and give scholarships. Join us in our work to cultivate neighborliness, lift community voices, and invest in equity and hope.

Position Summary: Executive Assistant to the CEO provides a range of expert-level administrative support to the CEO and Board. This position requires a self-directed and strategic thinker able to coordinate multiple projects and balance priorities. The ideal candidate is highly organized, detail and results oriented, a team player with a strong commitment to customer service and thrives in a fast-paced dynamic environment.

Equity: The Foundation is committed to equity and inclusivity. We strongly encourage people of color, transgender, non-binary, LGBTQ, differently abled and all (adult) ages, apply. Position requires a personal interest and commitment to working in a diverse and inclusive work environment that places a high value on equity. We look for all team members to participate in promoting a positive workplace culture of collaboration, innovation, and respect. All staff participate in equity trainings and serve on related work groups as needed.

Position Responsibilities:

CEO Executive Assistant (80%)

- Support the CEO with scheduling, travel, email and phone communication.
- Support the CEO with meeting preparation and logistics, including Board meeting and Impact Investing Committee meeting preparation, record-keeping, notetaking and follow-up.
- Successfully manage CEO support with flexibility and an understanding of shifting priorities, and the requirement at times to prioritize conflicting needs, and to do so with grace and good humor.
- Help prepare and/or edit internal and external reports, presentations and communications using various media materials.
- Provide support and possible leadership as needed for emerging issue research and special projects identified by CEO.
- Work as a competent member of the WCF team, willingly providing back-up support for co-workers when appropriate and actively supporting group goals.

Meeting and Event Support (20%)

- Assist the broader team with scheduling, preparations and logistics for Board and Committee meetings, partner meetings and donor meetings.
- Assist fellow staff members with logistics and administrative support for donor and community events.

Position Qualifications

- Three years or more of successful executive or senior staff administrative support.
- An outstanding communicator, with strong spelling, grammar, editing and proofreading skills.
- Strong attention to detail, accuracy, and efficiency with commitment to customer service.

- Possess a strong moral compass and ability to maintain a high degree of confidentiality and discretion.
- Proactive in clarifying expectations, priorities, deliverables, and timelines, and to check in as projects evolve and shift.
- A strong strategic thinker able to coordinate multiple projects, sweat the details and manage ambiguity with grace and good humor.
- Willing to take initiative, anticipate next steps, identify opportunities and potential pitfalls, and determine actions to resolve issues using good judgement to keep work moving forward.
- Ability to establish effective working relationships in a multi-cultural, multi-ethnic environment and interact positively with a diverse range of people.
- Demonstrated passion for community and for our mission and values. Courageous enough to join us in constructively striving to be a better neighbor and partner.
- Highly collaborative: philanthropy is a team sport, and we value flexible, adaptable people who can play many roles.
- Competency in current computer technology, high proficiency with Microsoft products preferred; ability to quickly learn new software and technology tools as need arises.

Salary and Benefits

The annual compensation for this full-time, exempt position includes a package of benefits including medical, vision, dental and retirement (vested after 1 year). Salary range is \$50,000-\$60,000 annually depending on experience. Full-time hours include some evening and weekend work.

Application Process

To apply for this position, please complete the [application form](#) and submit your cover letter and resume. The position will remain open until filled. If you have questions regarding the position or the application process contact: Careers@whatcomcf.org.

About the Whatcom Community Foundation

The Whatcom Community Foundation is on a mission to amplify the force of philanthropy - by connecting people, ideas and resources - so that communities flourish. We work in the areas of affordable housing, economic development, food and agriculture, environment, health and wellness, education, arts and culture, building community and nonprofit capacity building. We serve all of Whatcom County, located in the northwest corner of Washington state. Our vision is that everyone who lives here thrives. The Community Foundation is a complex organization serving a variety of communities in a predominantly rural county. We advance our mission through five strategies:

- Community Partnerships
- Putting Dollars to Work (grantmaking, impact investing and scholarships)
- Strengthening Nonprofits
- Helping Donors Make a Difference
- Advocating for Equity

Our Culture

We value relationships, equity, diversity, inclusion, curiosity, integrity, creativity, stewardship and courage. We are responsible risk takers in pursuit of making life in the many communities of Whatcom County better for everyone. We are a strong team with an outstanding service culture, service to each other as co-workers and service to the community and work of the Community Foundation. We each step up to assist and provide team support when needed. We keep communities' aspirations at the center of our work and strive to create an environment that utilizes community members' knowledge, skills, expertise and passion.

Physical Demands/ Work Environment

The physical demands and work environment described are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to allow differently abled individuals to perform the essential functions. While performing the responsibilities of this job, the employee is frequently expected to move throughout the Foundation offices,

move tables and chairs to set up for meetings, and use/operate office-related equipment. Foundation staff are currently working from home and some are moving toward a hybrid home/office work schedule. This position will need to be able to spend at least two half days per week in the office plus a variety of in-person and virtual meetings. In office work will likely increase over time.

Equal Opportunity Employer

Whatcom Community Foundation is committed to the principles of equal employment opportunity and compliance with all federal, state and local laws concerning employment discrimination, including the Americans with Disabilities Act. To this end, the Community Foundation ensures equal opportunity to all employees and applicants regardless of race, color, age, gender identity, sexual orientation, religion, marital status, national origin or ancestry, citizenship, lawful alien status, physical, mental, and medical disability, veteran status or liability for service in the United States Armed Forces.