



POSITION: Executive Assistant to the President and CEO
[Part Time: 30 hours per week]

REPORTS TO: President and CEO

Position Summary:

The Executive Assistant is responsible for providing administrative support to the President & CEO and, through the President & CEO, the Board of Directors and its governing committees. The Executive Assistant serves as a resource to the President & CEO and senior leadership team and provides support for special projects and office administration as needed.

President/CEO Support:

- Serve as a liaison to external partners and stakeholders who engage with the President/CEO, including donors, prospective donors, community partners, Board leadership, and other key stakeholders.
- Arrange meetings and coordinate all associated logistics on behalf of the President/CEO.
- Manage the President/CEO's calendar and schedule, collaborating with senior team members as needed to coordinate meetings and priorities.
- Draft correspondence and respond to inquiries as directed by the President/CEO.
- Manage internal and external communications by screening calls and emails, responding to routine inquiries, routing requests to the appropriate team members, and ensuring timely follow-up.
- Coordinate recurring monthly, quarterly, and annual meetings in accordance with CFNOVA's bylaws, governance calendar, and organizational practices.
- Enter and maintain the President/CEO's meeting notes and relationship activity in the organization's CRM system.
- Prepare briefing materials and background information for meetings with donors, prospective donors, partners, Board members, and other stakeholders.
- Track action items and coordinate follow-up resulting from CEO meetings.
- Coordinate business travel arrangements, conference registrations, and related logistics.

Board Administration

- Coordinate with the President/CEO and senior leadership team to develop agendas and supporting materials for Executive Committee and Board of Directors meetings.
- Work with senior staff to ensure the timely preparation, review, and distribution of Board and Executive Committee meeting materials.
- Coordinate with the President/CEO, Strategy Officer, Board Chair, Vice Chair, and senior leadership team on Board meeting content and presentations.
- Prepare and distribute meeting notices, agendas, meeting packets, and minutes for the Executive Committee and Board of Directors.
- Coordinate meeting logistics, including meeting space, catering, audiovisual needs, materials, name badges, and on-site support.



FOR NORTHERN VIRGINIA

- Maintain Board and Executive Committee records, including attendance, contact information, governance documents, and related information within the CRM, Board portal, and other organizational systems.
- Coordinate with staff to ensure Board-related information is current on the CFNOVA website, Board portal, and other organizational resources.
- Support the onboarding and orientation of new Board members in partnership with the Strategy Officer.
- Maintain Board governance records, including conflict of interest disclosures, Board roles and responsibilities, committee rosters, and Board engagement resources.
- Provide administrative support to the Board Secretary, Governance Committee, and Board committees, including managing the annual Board nomination process, preparation of officer and committee slates, and distribution of new Board member information to the donor services team.
- Support Board and committee chairs throughout the annual governance cycle by coordinating meeting schedules, preparing materials, maintaining committee rosters, documenting committee feedback, and assisting with final reports to the Board of Directors.
- In consultation with the President/CEO, coordinate the annual process to solicit, select, and notify organizational honorees in partnership with the Director of Communications and Events.
- Maintain the annual calendar of Board and committee meetings and track action items to ensure timely follow-up on Board decisions.

Office & Administrative Support

- Serve as the primary point of contact for general office administration, including office supplies, equipment, landlord communications, and facility-related matters in collaboration with the Chief Financial and Administrative Officer.
- Maintain and organize organizational files, records, and shared administrative resources.
- Maintain the organization's staff vacation calendar and other administrative tracking tools.
- Assist with the preparation and maintenance of the Foundation's annual business plan and other organizational planning documents.
- Manage the President/CEO's travel and expense reports and reimbursement documentation.
- Handle sensitive and confidential information with the highest level of discretion, professionalism, and sound judgment.
- Provide administrative support for special projects and other duties as assigned

Qualifications

- Minimum of three years of administrative experience supporting senior leaders.
- Experience coordinating Board or executive meetings, including agendas, meeting materials, and minutes.



- Strong written and verbal communication skills with attention to detail.
- Excellent organizational and time management skills, with the ability to manage multiple priorities.
- Ability to maintain confidentiality and exercise sound judgment.
- Proficiency in Microsoft Office 365 (Outlook, Word, Excel, PowerPoint, and Teams) and experience with CRM systems.
- Ability to work independently and collaboratively with staff, Board members, donors, and community partners.
- Must reside in the Washington, DC metropolitan area (DMV) and be available to work in a hybrid environment, including regular in-office meetings and events.
- Experience supporting a President/CEO or other senior executive is preferred.
- Experience working with nonprofit organizations and Boards of Directors is preferred.

Compensation

- **Annual salary:** \$50,000 for a part-time position averaging 30 hours per week.

CFNOVA is an Equal Opportunity Employer and values diversity and inclusion. All qualified applicants will receive consideration for employment without regard to protected characteristics under applicable law.

Interested candidates should submit a **resume and cover letter** outlining their qualifications and interest in the role to Careers@cfnova.org.

Applications will be reviewed on a rolling basis until the position is filled. We appreciate all applications; however, only candidates selected for interviews will be contacted.