

Executive Assistant to the CEO

Apply Onlinewww.kalfound.org/careers**Starting Salary Range:** \$48,900-59,800**Application Deadline****Full-Time Status**

April 22, 2019 12:00 p.m. EST

The Executive Assistant to the CEO provides executive support in a one-on-one working relationship as the primary point of contact for internal and external contacts on all matters pertaining to the Office of the President. The Executive Assistant serves as a liaison to the board of directors and senior management teams; organizes and coordinates executive outreach and external relations efforts; and oversees special projects. Using a high degree of confidentiality and discretion, the Executive Assistant will work independently on projects, from conception to completion.

The Work

- Executive Support
- Board Support and Governance
- Senior Management Liaison
- Strategic Initiatives

The Place

- Our employees are highly engaged, passionate about their work, and the work of the Community Foundation
- One of the 101 Best and Brightest West Michigan Companies
- You will have a real opportunity to be involved in making Kalamazoo a place where every person can reach full potential

What You Need to do the Work

- Bachelor's degree required
- Strong work tenure: five to 10 years of experience supporting C-Level Executives, preferably in a non-profit organization
- Experience and interest in internal and external communications, partnership development
- Proficient in Microsoft Office (Outlook, Word, Excel, and Power Point)

What We Offer

- A competitive wage and benefits package
- A team-oriented, performance excellence culture
- Open Workspace