

Executive Assistant to the President and the Chief Operating Officer Job Announcement

Inspired by a vision of people and nature thriving together, the Pisces Foundation is dedicated to improving the environment for present and future generations. After hiring its first full-time staff in fall 2012, the Foundation embarked upon a strategic planning process which has defined its vision, mission and principles, as well as specific goals and outcomes for three areas of focus: environmental education, climate & energy, and water. The Foundation seeks to hire an Executive Assistant (EA) to join our mission-driven team. The Executive Assistant will play an important role in a dynamic, growing philanthropy by supporting the Foundation's President and the Chief Operating Officer (COO). The position is located in the Foundation's San Francisco headquarters; the Foundation has a second office in Washington, D.C.

The Executive Assistant will provide high-level administrative support to the President and the COO. The Executive Assistant will provide comprehensive support for the President, including serving as a key point of contact for internal and external constituencies. The Executive Assistant also will support the COO, who is responsible for managing and developing the Foundation's operational capacity and excellence. The ideal individual will be proactive and anticipatory in approach, possess excellent judgment in a variety of situations, demonstrate superior written and verbal communication skills, have a high attention to detail, exemplify an energetic, poised, and positive demeanor, and demonstrate the ability to balance multiple priorities. As a representative of the Foundation's leadership, the successful candidate also must maintain the highest level of confidentiality and diplomacy regarding all Foundation matters.

Essential Duties:

- Perform all administrative duties to support the President and Chief Operating Officer (COO), enabling them to be highly effective in executing their roles.
- Manage the calendars of the President (schedule calls, plan meetings, etc.) and COO.
- Plan, coordinate, and ensure that the President's and the COO's schedules are thoughtfully and effectively constructed with an eye to supporting expressed priorities. Provide a "gatekeeper" and "gateway" role, creating win-win situations for access to the President's and the COO's time and attention.
- Work closely with the President to keep him well-informed of upcoming commitments and responsibilities, following up appropriately.
- Prepare the President for meetings by providing preparatory information. Research, prioritize, and manage responses to incoming correspondence and requests.
- Provide a bridge for smooth communication between the President, the COO, and internal teams; demonstrating leadership to maintain credibility, trust, and support with staff.



- Serve as key point of contact for Executive Assistants at grantee organizations and partner foundations. Provide leadership to build relationships crucial to the success of the organization.
- Frequently compose, proofread, and finalize complex correspondence, documents, meeting minutes, reports, and board meeting materials, using experience and judgement.
- Manage multifaceted program logistics and calendars for meetings and conferences, including arranging travel and catering and setting up and breaking down meeting rooms for the President's and COO's meetings.
- Make travel arrangements for the President and COO.
- Answer incoming calls for the President, COO, and the Foundation's general phone line; screen unsolicited grant inquiries; greet visitors.
- Meticulous management of records for the President and COO.
- Support effective management of the Foundation's offices by assisting the COO with specified tasks, including interfacing with vendors, contractors, and others.
- Other duties and special projects, as needed.

Skills and Qualifications:

- Bachelor's degree.
- 5+ years of experience in an executive-level support role with a demonstrated track record of success; exposure to the philanthropic and/or nonprofit sector a plus.
- Interest, comfort, and strength working in a dynamic, "start-up" environment.
- Excellent analytical and problem-solving skills with the ability and desire to help create a thought-leading, world-class philanthropy.
- Familiarity with financial documents and previous exposure to the operational activities of an organization (IT, HR, Finance).
- Ability to represent the Foundation professionally; maintaining confidentiality and handling sensitive matters with discretion and diplomacy.
- Excellent interpersonal skills and the ability to build relationships with stakeholders, including staff, board members, partners, and grantees.
- Self-starter; highly motivated and resourceful team-player able to manage multiple projects and conflicting priorities under deadlines in a fast-paced environment.
- Strong judgment; able to think and work independently, multi-task, prioritize, and follow through to effectively manage work flow.
- Strong organizational skills with attention to detail, accuracy, protocol, and a commitment to high quality work.



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- High fluency with Microsoft Office software and proficiency using online databases.
- Forward-looking thinker who actively seeks opportunities and proposes solutions.
- Passion for the Pisces Foundation mission.
- Flexibility and sense of humor.

Compensation:

A competitive salary, based on experience, and a benefits package is available.

How to apply:

Applicants should send a cover letter, resume, and relevant writing sample combined as a single document in PDF format to: hire@piscesfoundation.org. Please indicate in the subject line, "EXECUTIVE ASSISTANT POSITION." Please indicate where you saw the posting.

See <http://www.piscesfoundation.org/> for more information on the Foundation.

Deadline for Applications: June 10, 2016.

We welcome applicants from diverse backgrounds and with a variety of skills, experiences, and ideas. We are an equal opportunity employer. Employment selection and related decisions are made without regard to sex, race, age, disability, religion, national origin, color or any other protected class.