



Pisces Foundation
Executive Assistant to the President and the Chief Operating Officer
San Francisco, CA
Full Time

About the Organization

The Pisces Foundation believes if we act now and boldly, we can quickly accelerate to a world where people and nature thrive together. Pisces mainstreams powerful new solutions to support innovators who know what it takes and are doing what's necessary to have clean and abundant water, a safe climate, and an environmentally literate society.

To learn more about Pisces' work and collaborations, visit: <http://piscesfoundation.org/>

Executive Assistant to the President and the Chief Operating Officer

Pisces Foundation is seeking a collaborative, solutions-oriented self-starter to join our mission-driven team as our Executive Assistant. 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.

Primary Duties and Responsibilities

The Executive Assistant will perform the following and other duties as assigned:

- Perform all administrative duties to support the President and 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 judgment.
- 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 President and COO.
- Answer incoming calls for President, COO, and the Foundation's general phone line; screen unsolicited grant inquiries; greet visitors.
- Meticulous management of records for 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.

Qualifications

The successful candidate will have the following minimum qualifications:

- Bachelor's degree
- 5+ years of experience in an executive-level support role with 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 deadline 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
- 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 and Location

Pisces Foundation offers an excellent benefits package and a competitive salary that is commensurate with experience. This position will be located in San Francisco, CA.

To Apply

CEA Recruiting is assisting Pisces Foundation with this search. To be considered for this position, interested candidates must follow the link below to submit a resume, cover letter, and salary requirements through CEA's job portal. Any inquiries may be directed to Carol Warden at carol@ceaconsulting.com. Applications are encouraged by September 30, but will continue to be accepted until the position is filled.

<http://job.ceaconsulting.com/jobs/executive-assistant-to-the-president-and-the-chief-operating-officer-san-francisco-ca-36471>

Pisces Foundation welcomes applicants from diverse backgrounds and with a variety of skills, experiences, and ideas. Pisces Foundation is 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.

CEA Recruiting works with leading environmental nonprofits, foundations, and businesses to recruit top talent and design effective organizational staffing strategies. For more information, visit www.cearecruiting.com.