



Title: Executive Assistant

Location: National City, CA (conditions permitting)

Travel: 5% to Mexico (conditions permitting)

Employment Status: Full-Time Exempt

Reports to: President & CEO

Organization Description

The International Community Foundation (ICF) is a growing public charity committed to working with U.S. donors to expand charitable giving in Mexico with an emphasis on the Baja California peninsula and the Gulf of California. In fiscal year 2020, ICF was able to grant over \$17 million to organizations in Mexico, Latin America, and the Caribbean. ICF also helped to build strong organizations, foster collaboration, and incubate new ideas. With this direct support, ICF sponsored conferences or events, or provided loans to jumpstart new businesses. ICF manages several high-impact programs in Mexico that work to improve quality of life and health, education, and environmental indicators in targeted communities.

Position Description

We are looking for an experienced Executive Assistant to provide administrative leadership for the President & CEO. The Assistant represents and supports the President & CEO and also the Vice President of Programs consistently and professionally to all internal and external constituents.

This position requires the ability to use good judgment, make independent decisions, and timely communications. It will include budget management, meeting logistics, scheduling, agenda preparation, basic human resources duties, and liaison to the information technology contractors. Duties are highly confidential and require comprehensive knowledge of the International Community Foundation's management policies, procedures, and operations.

Essential Duties and Principal Responsibilities include, but are not limited to:

1. Executive Support and Project Management (80%)
 - Build and maintain courteous and respectful relationships with management, staff, board members, volunteers, donors, and community, by providing quality customer service.
 - Coordinate workflow of the office of the President & CEO.
 - Oversee all President & CEO's participatory sponsorships, memberships and events.
 - Manage and triage inquiries and contacts via email, mail, phone or in person requesting information and meetings with the President & CEO.

- Coordinate and manage meetings as directed by President & CEO.
- Manage organization-wide calendar, projects and special assignments; gaining cooperation of others; monitoring progress, and problem-solving.
- Provide range of support activities, including, database entry, report generation, correspondence, word processing, expense tracking, copying, filing, and mailing.
- Foster collaborative working relationships between staff, Chairs, Board and committee members.
- Schedule and maintain regular meetings with the President & CEO, Board Chair, and officers ensuring minimal schedule conflicts.
- Plan board meetings and all identified committee meetings. Support the logistics, setup, and the preparation and mailing of agendas, packets, meeting materials and related follow-up correspondence. Attend assigned meetings and take/transcribe minutes.
- Liaison to Olivewood Gardens and Learning Center (ICF's supporting organization) and Office1 (IT consultants).
- Other duties as assigned.

2. Human Resources (20%)

- Review payroll/benefits payments with President & CEO and submit to vendors.
- Plan and oversee new employee orientations.
- Maintain and update insurance coverages. Prepare reports for carriers as needed.
- Maintain records for benefits plan participation such as insurance, 403b plan, personnel transactions such as hires, promotions, transfers, performance reviews and terminations as well as employee statistics for required reporting.
- Oversee any visa, employment eligibility, disability, or other special-circumstance documentation and payment processes.

The Executive Assistant will demonstrate:

- Working knowledge of nonprofit board structure, responsibilities, and role of Executive Assistant.
- Competence in adhering to guidelines and principles that govern protocol when communicating with nonprofit board members.
- Highest degree of integrity and trustworthiness with absolute commitment to confidentiality and discretion when processing sensitive and privileged information.
- High-level reasoning under frequent time constraints.
- Ability to distill multiple streams of information and exercise sound judgment to make smart decisions quickly.
- Steady competence and focus when facing rapid rates of changing demands.
- Initiative and resourcefulness when managing ambiguity.
- Motivation to learn new online technology and other efficient working methods.
- Aptitude and experience for project management.
- Organizational agility and flexibility.
- Passion for maintaining a high bar for quality with a critical eye for detail.
- Clear and concise communications.
- Knowledge and experience with process improvement.
- Effective collaboration and influence with stakeholders from a variety of functions at every level.
- Prioritization and management of multiple responsibilities simultaneously.

- Passion for ICF’s mission and geographic regional focus areas, as well as a general interest in international development.

Qualification Requirements

- Minimum of seven years administrative experience in professional office environment.
- Experience supporting C-level executives.
- Strong preference for verbal and written skills in English and Spanish, and ability to articulate matters related to our industry in both languages.
- Strong diplomatic and communication skills in both English and Spanish, with the ability to develop buy-in across a wide range of key partners; ability to develop effective working relationships with all colleagues, external constituencies and decision makers.
- Work with and effectively manage information of a confidential nature requiring considerable discretion, judgment, tact and diplomacy.
- Excellent customer service skills.
- Proven track record in developing and using administrative systems.
- Experience with developing and maintaining budgets.
- Teamwork, self-motivation, a proactive approach, and strong interpersonal skills are essential.
- Ability to successfully organize, prioritize and implement multiple projects while working with minimal supervision.
- Initiative to recognize and anticipate problems, then solve them.
- Event planning experience required.
- Meticulous writing and editing skills.
- Computer skills: Expert proficiency with Microsoft Outlook, Word and Excel, and database entry and management as well as exporting and report generation.
- Expertise in Salesforce and/or complex CRMs.
- Proven track record in Project and Volunteer Management.

Education and/or Experience

- Education and professional training beyond high school level; background in foundation/ nonprofit organization a plus; business administration helpful; Associates or Bachelor’s degree preferred

Work Environment

- Non-smoking, professional office
- Fast-paced working with multi-level distractions

Special Conditions

- Ability to work extended hours, as needed

The salary range for the Executive Assistant position is \$65,000 - \$75,000 per year, depending on experience. In addition, the International Community Foundation offers a competitive benefits package. Apply by sending your resume and cover letter to Marisa Aurora Quiroz at marisa@icfdn.org and place “Executive Assistant Application” in the subject line.

We look forward to hearing from you!