

The Tow Foundation, Inc.

New Canaan, CT www.towfoundation.org

Position Title: Executive Assistant

Supports: President

Reports to: VP of Strategy and Impact

Salary: \$90,000-120,000 plus benefits

Who We Are

Established in 1988, The Tow Foundation is a family foundation committed to promoting justice, wellness and access to opportunities so that individuals and communities can thrive. Grounded in our work in Connecticut and New York, we support visionary leaders and nonprofit organizations that serve historically marginalized populations, help individuals contribute to their communities and champion advancements and experiences that make it possible for all people to live a healthy and joyous life. In all that we do, we are guided by our core values of collaboration, transformation, innovation and entrepreneurship. To accomplish our goals, we invest in innovative programs and reform in the areas of culture, higher education, journalism, justice and community wellness, and medicine.

Position Description:

The Executive Assistant is a proactive partner to the President, supporting her to manage Foundation operations and relationships and to achieve the Foundation's goals. The EA provides exceptional administrative, project and logistical support to and works closely with the VP.

This is a dynamic position within an entrepreneurial organization. Strong candidates will have a proven track record of high-level administrative experience including executive support and related special projects. They shine at problem solving in a collaborative, fast-paced environment with high standards and a focus on organizational excellence. This is an ideal role for a candidate interested in contributing to the organization's mission.

Key Responsibilities:President Support (60%)

- Manage the President's schedule, keep calendars updated with complete and accurate information on daily meetings, appointments and travel arrangements, including complex and detailed travel plans, itineraries and agendas
- Work closely with the Vice President and President on priorities and deadlines to optimize President's time and energy
- Support President in managing her projects and relationships, including attending meetings and capturing notes and action items
- Keep the President advised of time-sensitive and priority issues, ensuring appropriate follow-up
- Serve as the primary point of contact and liaison with the President's external boards and committees and other external partners as needed
- Evaluate and prioritize the President's emails and respond as agreed
- Serve as President's liaison for tech support and enhancement requests

Executive Office Support (20%)

- Accurately manage and maintain data and records for Executive Office across information systems ensuring accessibility across various platforms and devices
- Plan and prepare logistics for meetings, including materials and presentations

- Maintain and track business expenses and submit monthly expense reports for the President, VP and Board of Directors
- Work closely with VP to plan, schedule and monitor projects activities to meet deadlines
- Support special projects with research, planning and material preparation as needed
- Support VP scheduling
- Other duties as assigned by the President or Vice President

Board of Directors Support (20%):

Working with the VP, and on behalf of the President:

- Serve as the primary Board liaison, providing individual support to Directors and ensuring timely and responsive board communications, coordinating with other team members as necessary
- Manage event logistics for full Board meetings as well as special activities (e.g., site visit) and initiatives including scheduling meetings, preparing and delivering meeting materials, and coordinating Directors' travel arrangements
- Ensure timely processing and communication regarding Board of Directors' discretionary grantmaking
- Serve as the primary system administrator for the Foundation's board portal and ensure dashboard, files, permissions and reports are regularly up to date

Qualifications:

Required Skills/Abilities

- Exceptionally detail oriented, outstanding organizational and project management skills
- Proactive, effective problem-solving, ability to prioritize tasks and manage changing priorities in dynamic, deadline-driven environment
- Strong communicator, excellent interpersonal, verbal, written and analytical skills
- Capable of multi-tasking, managing frequent communications, and maintaining a positive "can-do" attitude, tackles the expected and unexpected with aplomb/level-headed/calm/composure
- Excellent customer service orientation and skills
- Discretion, judgement and professionalism, ability to handle confidential and time sensitive information
- Energetic, flexible, team oriented, Ability to adapt to a dynamic and rapidly changing work environment
- Aptitude to quickly learn and apply new technology

Experience

- Minimum of five years of executive support experience (VP/EVP/C-level)
- Experience in family foundation or family office setting or similar
- Highly proficient in Zoom, Slack and all Microsoft Office applications, understanding of MacOS, iOS mobile technology and business apps
- Familiarity with databases, password management systems, project management systems and collaboration apps such as SharePoint, Salesforce, Asana and board portals
- Experience with planning in-person, hybrid and virtual meetings

Physical Requirements

- Prolonged periods sitting at a desk and working on a computer
- Must be able to lift up to 15 pounds at times
- Must be comfortable attending indoor and outdoor site visits and activities as needed

Other Requirements

- A valid driver's license is preferred

- Ability to travel up to 10% of the time within the states of Connecticut and New York

In Person Work Expectations

This position requires working in-person a minimum of three days per week at the Foundation's offices in New Canaan, CT. Attendance at additional external in-person Foundation events or meetings may be required.

COVID-19 Vaccination

Employees must be fully vaccinated for COVID-19 in accordance with CDC guidelines (original dose plus two boosters) unless a legally required accommodation is requested and granted.

Details and How to Apply

More information about The Tow Foundation may be found at: www.towfoundation.org.

This search is being led by Debbie Lundstrom, [Excel Partners](http://ExcelPartners.com). Those interested should email Debbie directly: DLundstrom@excel-partners.com or call 203.978.6211.

Applications will be reviewed on a rolling basis until the position is filled.

The Tow Foundation is an Equal Opportunity Employer and no person shall be discriminated against on the basis of race, creed, color, religion, national origin, sex, sexual orientation, gender identity or expression, marital status, age, veteran status, physical/mental disability, or any other characteristic protected by federal, state or local laws. We also consider qualified applicants regardless of criminal histories, consistent with legal requirements.