Special Assistant

REPORTS TO: Chief Impact Officer and Chief Strategy Officer

DATE: April 2020

VISIT US ONLINE: www.seattlefoundation.org

Who Are We?

The heart and science of philanthropy

Greater Seattle is changing and growing, and so is Seattle Foundation. “The heart and science of philanthropy” is the intersection of passion and discipline to create lasting change. As the community’s foundation, our mission is to ignite powerful and rewarding philanthropy to make Greater Seattle a stronger, more vibrant community for all. We work with more than 1,200 individuals, families, and corporations to strategically invest their philanthropic resources in ways that inspire continued giving. We also partner with philanthropic institutions, government agencies, community organizations and businesses to catalyze positive change in our community across a range of issues.

Our organizational culture is one of engaged teamwork, where we support one another in reaching our collective and individual goals while constantly learning along the way. Our office is located in the downtown core of Seattle, however our reach is much broader than that – we focus on Greater Seattle and the Eastside and also support donor interests across the country and around the globe. We seek individuals to join our 50+ (and growing!) team who are committed to our vision of a stronger, more vibrant community for all; collaboratively finding solutions; continually improving; and going the extra mile in service of our philanthropic partners and the broader community. We’re in the midst of an exciting evolution in our work. More information about Seattle Foundation can be found at www.seattlefoundation.org.

What's the Opportunity?

The Special Assistant provides programmatic and operational support to the Chief Impact Officer (CIO) and Chief Strategy Officer (CSO) on a wide range of duties – spanning from strategy to execution. The Special Assistant plays an integral support function to the Foundation’s management team, ensuring that the CSO and CIO are prepared for internal and external engagements; that meetings are maximally effective, with strong preparation and successful follow-through; and that both the CSO and CIO are effectively deployed both internally and externally. This a full-time contract position, 40 hours per week.

Foundation Strategy and Leadership Support

- Work with staff across the Foundation to ensure that the CSO and CIO have all necessary background information and materials for internal and external engagements
In support of this preparation, the Special Assistant will conduct research and prepare briefing memos, talking points, and presentations for internal and external use.

Support in managing highly strategic projects, including tracking timelines, project plans, and key milestones.

Use independent judgment to help manage communications for the CSO and CIO, including drafting messages and prioritizing incoming correspondence.

As directed by the CSO or CIO, support the planning and execution of critical initiatives, creating project plans, coordinating with stakeholders, identifying gaps, and preparing for and following up on critical meetings.

Attend meetings with key leaders, develop and manage work plans, and ensure or facilitate appropriate follow up.

Collaborate with others to facilitate projects and ensure timelines and action plans are accomplished.

Provide research and project support to the CSO and CIO on key initiatives.

Other duties as assigned by the CSO and CIO.

Organizational Excellence & Administration

Manage executive calendars, prioritizing incoming requests, supporting travel arrangements, managing expense reports and other administrative duties.

Ensure all stakeholders receive relevant, timely, and appropriate communications in advance of engagements with the CSO and CIO.

Lead or assist with preparation and execution of high level meetings and engagements, handling logistics; collecting and/or creating prep materials; and taking notes and minutes.

Track and ensure completion of actions arising out of Board committee meetings, staff meetings, and other key engagements.

Prepare materials for management team meetings, including agendas and coordinating support and information flow for effective meetings.

May periodically attend Board Committee meetings to provide support, take minutes and assist with follow-up.

What Are We Looking For?

Preference will be given to candidates with:

- 5-7 years of relevant professional experience, especially in an executive administrative role.
- Experience working in the social impact sector is preferred.
- Computer software skills, including MS Office Suite.
- Be available and willing to work flexible and additional hours as needed (work hours may require some evenings and/or early mornings periodically).

We are also looking for:

- Collaborative approach, anticipating and responding proactively to the needs and concerns of others.
- Excellent planning and documentation skills.
- Demonstrates a high degree of accuracy and attention to detail.
- Ability to self-start, work independently and achieve high standards to meet deadlines and expectations.
Experience managing multiple time-sensitive and critical projects at the same time
- Ability to exercise discretion and handle confidential information
- Ability to be flexible, adaptable, and work collaboratively under deadline pressure
- Maintain professionalism during stressful situations and able to provide a high-level of customer service in a calm manner
- Passion for Seattle Foundation's mission and vision, including our values of centering racial equity in our work

What Can You Expect?
A collegial work environment and competitive pay.

What are the Physical Demands and Working Conditions?
The physical demands and characteristics of the work environment described here are representative of those occurring in the performance of the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the essential functions of this job, the employee is frequently required to stand; walk; sit; use hands to finger, handle, or feel objects, tools, or controls; and talk or hear. The employee is occasionally required to reach with hands and arms and stoop, kneel, crouch, or crawl. This person will need to be able to set-up tables, chairs, lift boxes and other light physical activity, including lifting approximately 20 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, and the ability to adjust focus.

This position works in an office, and the noise level in the work environment is usually low to moderate. While performing the duties of this job, the employee is occasionally exposed to toxic or caustic chemicals, i.e. copier toner.

How Do I Apply?
As an equal opportunity employer, Seattle Foundation is committed to a diverse, multi-cultural work environment. Seattle Foundation does not discriminate in employment on the basis of age, race, national origin, ethnicity, gender, disability, sexual orientation, political affiliation, religious belief, sex (including pregnancy), gender identity, marital status, and veteran or military status. People of color and applicants from diverse backgrounds are encouraged to apply.

Please send cover letter and resume to: hr@seattlefoundation.org. The position is open until filled.