



POSITION SUMMARY:

The Orange County Community Foundation is seeking a highly motivated, innovative, hands-on Senior Executive Assistant & Board Liaison.

This position reports to the President and CEO. The role of Senior Executive Assistant & Board Liaison is primarily responsible for providing high quality support to the President and CEO and the OCCF Board of Governors.

ABOUT ORANGE COUNTY COMMUNITY FOUNDATION:

The Orange County Community Foundation partners with generous individuals, families, nonprofits, and businesses to fulfill their philanthropic objectives while supporting the causes they care about most. The Foundation has awarded more than \$830 million in grants and scholarships in Orange County, across the country and around the world since its inception in 1989.

OCCF's team is an innovative, highly mission-driven group focused on driving impact and facilitating the connection of Orange County residents to philanthropy. OCCF's work ranges from helping veterans return to civilian life to providing at-risk teens with opportunities to overcome the challenges of poverty.

OCCF's mission is to inspire a passion for lifelong philanthropy, faithfully steward the intentions of our donors, and catalyze sustainable community impact.

OCCF at a Glance:

- Annual grantmaking of \$100 million, ranking in the top 2 percent in grant activity among 780 U.S. community foundations.
- Home to more than 610 charitable funds benefiting a wide range of causes.
- Total assets of \$514 million, ranking in the top 7% in assets among U.S. community foundations.
- Average annual contributions exceeding \$100 million.
- Recipient of a 4-star [Charity Navigator](#) rating for sound fiscal management and commitment to accountability and transparency.

RESPONSIBILITIES:

Responsibilities include but are not limited to the following:

President and CEO Support

- Supports the President and CEO in administrative functions and strategic development activities.
- Manages the President and CEO's schedule and calendar including documenting details as well as providing background information, bios on attendees and supporting materials in preparation for meetings, speaking engagements, conferences, events and interviews and takes action to make adjustments to the schedule when conflicting priorities occur and notifies all parties.



- Assists in collecting and preparing information for President and CEO's use in meetings with Board, staff and external partners.
- Maintain President and CEO's calendar and travel arrangements. Ensures details for travel are documented on President and CEO's calendar and all supporting travel materials are completed.
- Independently gather information, compose, and prepare emails and correspondence.
- Proofread and edit draft and final materials for appropriate language and correct punctuation, spelling grammar, and content.
- Compiles and maintains sensitive and confidential data as requested by President and CEO.
- Prepares and sends correspondence, reports, etc. as requested by President and CEO.
- Support prospective donor meetings and outreach events, including planning and preparation, and attendance at events as needed.
- Assist and support organizing of special events as needed, including communication with sponsors and support for event logistics .
- Demonstrates a commitment to internal customer service through a positive and proactive approach to administrative and executive support.

Board Support

Liaison to Board of Governors, Board level advisory Committees and ad hoc Committees.

- Serves as primary contact for Board members for information, scheduling, and other assistance. Coordinates activities for Board committees and maintains regular contact with committee chairs. Able to articulate committee activities to Board members and staff, as appropriate. Obtains and adheres to communication preferences (e-mail, phone, fax, etc.).
- Provides management support to the Board of Governors and Board committees in scheduling meetings, creating agendas, preparing and disseminating minutes, and tracking meeting follow-up.
- Organizes and maintains Board and committee rosters, mailing lists, meeting minutes, and general affiliate files. Archives all documents necessary for historical data.
- Sets up and breaks down the Board room for Board and committee meetings and other functions. Arranges for food and beverages at Board activities and other events.
- Sets up and serves as host on virtual meetings.
- Serves as Board web portal administrator.
- Coordinates and sends all Board and committee mailings in a timely manner.
- Manages and coordinates Board orientation and development programs, including development of resource materials. Keeps accurate and up-to-date Board records and files.
- Coordinates travel arrangements for Board members.
- Coordinates recognition activities for outgoing Board members or for outstanding service.
- Establish, implement and maintain electronic and paper-based record keeping and filing systems regarding Board meeting materials, policy and procedures and supporting organizations.
- Provide current, accurate, and relevant information to Marketing and Communications department for Board of Governors and Board Committee pages.



QUALIFICATIONS:

- Bachelor's degree
- Minimum of five (5) years of related job experience
- Minimum of three (3) years of experience working with a board of directors
- Working knowledge of Nasdaq Boardvantage or other Board management software is a plus
- Excellent written and verbal communication skills and strong attention to detail
- Superior interpersonal and organizational skills
- Ability to multi-task, prioritize and manage time effectively
- Self-starter needing minimal supervision and strong follow through skills
- Commitment to continual learning and improving office procedures
- Proficiency in ZOOM video conferencing
- Proficient in MS Office Suite
- Experience with Raiser's Edge or other relational database software a plus
- Previous work in a nonprofit organization is a plus

COMPENSATION & BENEFITS:

The ability to work for an organization with a phenomenal mission, positive team-oriented work environment, a competitive base salary (DOE) as well as incredible benefits including Medical, Dental & Vision, 403(b) retirement plan with automatic contribution by the organization, 2 weeks of vacation, 2 weeks of PSL, and 10 annual paid holidays!

TO APPLY:

For immediate consideration please apply with your resume and cover letter, formatted in Microsoft Word, via: careers@oc-cf.org to the attention of Sharon Johnson, Director of People and Culture.

Review of applications, nominations, and expressions of interest will begin immediately and continue on a confidential basis until an appointment is made.

WORK LOCATION: (Position not available for remote work)

4041 MacArthur Blvd, Suite #510
Newport Beach, CA 92660

Orange County Community Foundation is an Equal Opportunity Employer and encourages diversity and equity in all facets of the organization's work. All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, national origin, disability status, protected veteran status, or any other protected class.