

## POSITION ANNOUNCEMENT

# EXECUTIVE ADMINISTRATOR



## WHAT WE DO

As one of the newest and largest grantmaking organizations in San Diego, The Conrad Prebys Foundation (TCPF) is committed to improving lives and providing opportunities for all San Diegans. Consistent with the legacy of Conrad Prebys, TCPF is dedicated to meeting community needs through impactful grantmaking and strategic initiatives in our key focus areas: visual and performing arts, youth success, healthcare, and medical research. With assets of over \$1 billion and grantmaking that will exceed \$50 million annually, TCPF is in the early stages of shaping its strategic trajectory and approach to impact for each of its program areas.

## LEADERSHIP & CULTURE

This newly created position is an exciting opportunity to join a rapidly growing grantmaking organization as it works on groundbreaking initiatives to transform the San Diego region. TCPF is led by a dynamic senior leadership team dedicated to fostering a culture of individual growth and collective success. The Executive Administrator will join a supportive team of exceptionally talented, mission-driven staff, working collaboratively to build a strong foundation for TCPF to strengthen San Diego's future.

## BENEFITS & FEATURES

- Salary – \$80,000 - \$100,000
- 401(k) with employer match
- 100% medical, dental, and vision coverage for employee and eligible dependents
- Life, AD&D, and disability insurance
- PTO: 3 weeks paid time off, 40 hours paid sick leave, 11 paid holidays
- Normal and reasonable expenses will be reimbursed per company policy including an annual home office stipend, cell phone reimbursement, and mileage.
- To encourage the personal philanthropy of employees, the Foundation matches eligible charitable contributions.

## LOCATION

This is a hybrid role with an office located at 1660 Hotel Circle North, Suite 710, San Diego, CA 92108. Employees work onsite for designated days, allowing for schedule adjustments as the needs of the Foundation and work assignments change.

## POSITION SUMMARY

The Executive Administrator will report to and support two of our senior leaders:

1. Chief Financial Officer, Gil Alvarado, who brings over 20 years of leadership experience in financial roles for philanthropic organizations, and leads the finance, operations, and investment functions of the Foundation; and
2. Chief Impact Officer, Kaberi Banerjee Murthy, who has more than two decades of foundation executive management experience, and leads strategy, grantmaking, and learning for the Foundation.

The EA will serve as the primary point of contact for these two executives, both internally and externally. This is a high-volume, highly visible role, requiring the ability to work independently on projects, from conception to completion, and manage two very busy schedules. It is critical that the EA be proactive in anticipating needs and addressing unforeseen developments, enabling the executives to be as efficient and effective as possible in serving the organization. The role requires someone who brings a project management mindset with attention to detail in everything they do – someone who enjoys working behind the scenes to support their executives and make things happen.

Anticipated focus allocation for this position:

1. Calendar management, agenda setting, team coordination, and scheduling 40%
2. General administrative support and communications 25%
3. Travel, reservations, and logistics 20%
4. Expense reports 10%
5. Project management 5%

## DUTIES & RESPONSIBILITIES

### Primary Responsibilities

- Manage the executive office for the Chief Financial Officer and the Chief Impact Officer, including setting agendas for team meetings and one on ones; managing CFO and CIO action items, projects, and deliverables.
- Ensure that the CFO's and CIO's schedules are planned out thoughtfully and in alignment with priorities; liaising and coordinating with internal and external Foundation stakeholders and handling all scheduling/calendaring – often serving as the first line of communication for those seeking time with them.
- Communicate regularly and closely with the CFO and CIO so they are apprised of upcoming commitments and requests for their time.
- When appropriate, staff the CFO and/or CIO for meetings by providing or coordinating necessary context and preparation materials; attend meetings when requested to take notes, and document follow-up items.
- Assist CIO and CFO in staying informed and on track related to grants reporting, grantee management, and other impending program deadlines.
- Provide support to prepare documents and presentations for such things as Board meetings and gatherings (e.g., assembling board pre-read and meeting materials, assembling

calendar/schedule/necessary documents for site visits, ensuring that all event presentation elements are in place for hosted community meetings).

- Oversee and manage all event and travel-related logistics and planning.

### **Specific Responsibilities**

#### **Calendar Management**

- Work with relevant leads to ensure the Finance and Operations and Impact teams have regular team meetings, clear agendas, and tracked action items or follow ups.
- Coordinate scheduled meetings and event attendance, both internally and externally, with thoughtful consideration of time allocated for preparation, travel, meetings with potential to extend past allocated schedule, and post-meeting task synthesis.
- Schedule meetings with further consideration of time demands for non-meeting activities based on the ebb-and-flow of Foundation activities.
- Receive all internal meeting requests directly and coordinate with staff/CFO or CIO availability.
- Review all external meeting requests, either directly or via email monitoring, prioritize and schedule.
- Ensure CFO and CIO are prepared for meetings, gathering preliminary information including (where applicable) meeting content, talking points, attendee bios, driving and parking instruction, venue considerations (such as COVID-related regulations), etc.
- Upon request, attend meetings and events to facilitate CFO or CIO attendance, timekeeping, and notes.

#### **Prioritization & Communication**

- Collaborate with CFO and CIO daily to review outstanding inquiries and tasks, determine prioritization, and ensure follow-through and completion of requests.
- In a timely manner, gather and provide updates and information as requested by CFO and CIO.
- Follow up and keep stakeholders apprised of the status of requests and projects.

#### **Email Management**

- Develop an email filing and review process for ease of maintenance, including setting categorizations, rules, and alerts.
- Review email content, sorting and filtering based on prioritizations and applicability, removing unsolicited advertising and/or redirecting emails to applicable staff for response.
- Ensure CFO and CIO complete follow-up and requests.

#### **Community and Grantee Events/Meetings**

- Project manage all community and grantee meetings, including calendaring, contracting, venue and catering, sending invitations, preparing materials, and coordinating technical resources.
- Attend community and grantee meetings where needed and take notes.
- Develop post-meeting task list and ensure follow through.

#### **Administration**

- Prepare documents for CFO's or CIO's signature, ensuring all necessary signatures and action items are completed; including conferring with the requestee to understand the scope of the request.
- Prepare reimbursements including mileage and expenses.
- Receive post-grantee meeting updates for documentation in Grantmaking Software (currently BBGM).

- Acting backup for office administration including answering phones, monitoring the info@ email address, retrieving mail, and general office coordination.
- Support or lead other projects and initiatives, as assigned by the CFO or CIO.

Assigned responsibilities will be dynamic. As the Foundation expands, so too will roles, responsibilities, and tasks. The role requires flexibility and adaptability, with strong collaborative and communication skills, ensuring all parties are apprised of project statuses.

### **BACKGROUND PROFILE**

- A positive, team-oriented, can-do attitude.
- Strong calendaring, organizational, and document management skills, with an aptitude for attending to many details at once while keeping in mind the larger picture.
- Ability to self-start, manage up, work independently once given assignments, and achieve high standards to meet multiple deadlines. Willingness to have the work assigned be varied, with some constant elements and some ever-changing.
- Strong project management experience, an ability to stay organized and on-deadline while juggling both the macro and micro details of the job.
- Excellent communicator between and among people, backed by diplomacy and exceptional service orientation; skilled in the art of interpersonal relationships.
- At least four years working in administrative roles that required managing several executives.
- Experience in a community-facing role, within a nonprofit or philanthropy preferred.
- Preference for work assignments that contain a lot of tasks and content variety week to week.
- Proficient in Microsoft Office Suite (Outlook, Word, Excel, PowerPoint, SharePoint).

### **COVID-19 VACCINATION POLICY**

TCPF follows all California and San Diego regulations and ordinances related to COVID-19. Further, TCPF adheres to CDC guidelines in determining in-office and onsite protocols in cases of employee exposure.

### **EQUAL OPPORTUNITY EMPLOYER**

TCPF is an equal opportunity employer. We celebrate diversity and are committed to creating a positive and inclusive work environment for all employees. We encourage applicants of all backgrounds.

### **FOR MORE INFORMATION OR TO APPLY, PLEASE CONTACT:**

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