

POSITION ANNOUNCEMENT

EXECUTIVE ADMINISTRATOR TO THE VPS OF PROGRAMS



PREBYS
FOUNDATION

WHAT WE DO

As one of the newest and largest grantmaking organizations in San Diego, The Conrad Prebys Foundation (Prebys) is committed to improving lives and providing opportunities for all San Diegans. Consistent with the legacy of Conrad Prebys, Prebys 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, Prebys 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. Prebys is led by a dynamic senior leadership team dedicated to fostering a culture of individual growth and collective success. The EA of Programs will join a supportive team of exceptionally talented, mission-driven staff, working collaboratively to build a strong foundation for Prebys to strengthen San Diego's future.

BENEFITS & FEATURES

- Salary – \$100,00 - \$110,00
- 401(k) with employer match
- 100% medical, dental, and vision coverage for employee and eligible dependents
- Life, AD&D, and disability insurance
- PTO: 4 weeks paid time off, 40 hours paid sick leave, 15 paid holidays
- Normal and reasonable expenses will be reimbursed per company policy
- To encourage the personal philanthropy of employees, Prebys matches eligible charitable contributions.

LOCATION

The EA of Programs position is located in San Diego with an office located at 1420 Kettner Blvd, 4th Floor, San Diego, CA 92101. The option to be based elsewhere is not available. The Prebys team is currently observing a hybrid workplace model; employees work onsite for three designated days, with schedule adjustments based on the needs of Prebys and work assignments.

POSITION SUMMARY

The EA of Programs plays an integral role within the Programs Team, weaving strategy and process to create an efficient and transparent cadence to the operations of the Programs Team. As the resident team project manager, the EA of Programs will collaborate to coordinate all Programs activities including VPs schedules, community convenings, grantee site visits, initiatives timelines, systems integrations, and grant budgets and cash flows. This is a high-volume, highly visible role, requiring extreme attention to detail, exceptional project management and organizational skills, advance written and verbal communication, and an appreciation for the humbling and complex work the foundation is privileged to conduct.

The EA of Programs will report to and support our two vice presidents (VPs) of Programs:

1. Dr. Emily Young, who will lead our arts and health grantmaking and related impact efforts. Honored as a leader who inspires through values and action, Emily brings over 20 years of leadership experience in various roles for philanthropic organizations, as well as higher education; and
2. Chris Sichel, who will lead our youth and workforce efforts. Known as a culture-setting leader, Chris offers more than 25 years of leadership experience in various roles for philanthropic and nonprofit organizations.

The EA of Programs role is particularly collaborative, requiring input from, and given direction from, many sources. Ideal candidates must be able to navigate the intricacies of each persons' needs, prioritize, and communicate, while also working independently and using problem solving skills to make good judgments.

Anticipated focus allocation for this position:

1. Executive Administrative functions including calendar management, travel logistics, expense reconciliations for 2 VPs [50%]
2. Project Management including event planning, team coordination, agenda setting, and task management [50%]

DUTIES & RESPONSIBILITIES

Executive Support

- Regularly meet with VPs to thoughtfully design daily/weekly/monthly/annual calendars in alignment with priorities; ensuring all details are provided, agendas are set, and pre- and post-meeting requirements are tracked and fulfilled, including time allocated toward prep, travel and follow-up.
- Managing all scheduling/calendaring – often serving as the first line of communication for those seeking time with the VP's, paying careful attention to the balance of capacity for internal and external demands and flexibility for the unforeseen.
- Develop an email management strategy and maintain processes to ensure timely communication based on deadlines and prioritization, with the utmost discretion and sensitivity.
- Manage VP event and travel-related logistics and planning; often coordinating with fellow cross-department team members, as well as representatives from the community.
- Manage internal requests for administrative actions such as signatures, setting meetings, requesting reports, scheduling trainings, etc.

Project Management

- Serve as the Programs Department's internal project manager, facilitating a streamlined and balanced cadence of programmatic activities.
- Map and manage the teams workstreams and coordinate team members to ensure deadlines and outcomes are met.
- Lead team meetings, taking full-team contributions and input for agenda setting and prioritization ensuring alignment with Team workflow calendar and quarterly goals; track tasks and ensure follow up and completion.
- Collaborate with Finance and Grants Admin to generate updates and reports, aggregating key data in a core team location, ensuring information and data is shared consistently and accurately.
- Coordinate community convening events at the direction of the VPs, in collaboration with additional staff as needed.

Assigned responsibilities will be dynamic. As Prebys 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.
- Experience working in administrative roles that required managing several executives.
- Experience in a community-facing role, within a nonprofit or philanthropy preferred.
- Lived-experience in the focus areas Prebys's grantmaking supports preferred.
- Preference for work assignments that contain a lot of tasks and content variety from week to week.
- Proficient in Microsoft Office Suite (Outlook, Word, Excel, PowerPoint, SharePoint).

EQUAL OPPORTUNITY EMPLOYER

Prebys 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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