



Ann Arbor Area Community Foundation

Executive Assistant

As frequently cited statistics note that communities of color, women, and other marginalized groups apply to positions only if they completely meet qualifications, we encourage you to upend those statistics and apply to this position. We excitedly anticipate your application and cover letter detailing why you are interested, how you are exceptional, and in what ways [AAACF's values](#) align with yours.

Position Overview

The Executive Assistant is a full-time, exempt position within the Office of the CEO, providing comprehensive, strategic support to the President/CEO and the Board of Trustees. Reporting to the Vice President/Chief of Staff, this role ensures the efficient functioning of AAACF's leadership operations through expert calendar and email management, governance coordination, and high-quality document preparation. Acting as a trusted liaison, the Executive Assistant fosters effective communication across internal teams and external stakeholders, advancing AAACF's mission and organizational goals.

This position requires exceptional judgment, discretion, and organizational skills to anticipate needs, manage sensitive information, and maintain alignment with AAACF's strategic priorities. This role will require a highly flexible schedule to accommodate the CEO's availability and priorities, including irregular hours like evenings, weekends, urgent tasks outside standard business times, and occasional short-notice requests. This is an in-office position, a minimum of five days a week.

Responsibilities include:

Optimize CEO Support and Schedule Management

- Manage the President/CEO's calendar aiming to ensure seamless scheduling and preparation for meetings, conferences, and events
- Prioritize and organize email communications, flagging critical items and ensuring timely responses
- Anticipate needs by preparing agendas, briefing materials, and follow-up documentation for executive engagements
- Coordinate travel arrangements and work with Grants manager to maintain accurate records of memberships and subscriptions

Enhance Board of Trustees Coordination and Support

- Serve as the liaison for the Board of Trustees, ensuring timely preparation of meeting materials and communications
- Maintain board rosters, compliance forms, and orientation resources
- Oversee accessibility and accuracy of governance documents
- Coordinate logistics for board meetings, retreats, and recognition activities, fostering strong trustee engagement

Improve Document Preparation and Management

- Draft, edit, and forward for proofreading all related correspondence, reports, and sensitive documents with accuracy and professionalism
- Ensure compliance with confidentiality and information security standards in all document handling
- Streamline document workflows to reduce preparation time while maintaining excellence

Foster Effective Internal and External Communication

- Act as a communication bridge between the CEO, leadership team, and external stakeholders
- Promote collaboration across departments by facilitating timely responses and clear information flow
- Represent AAACF's mission and values in all interactions, ensuring professionalism and responsiveness

Position Requirements

Education and Training

- Bachelor's degree is strongly preferred
- Advanced proficiency in MS Office Suite, SharePoint, Teams, and related tools

Work Experience and Demonstrated Competencies

- Minimum three (3) years supporting C-level executives
- Minimum two (2) years coordinating governance or board activities
- Proven ability to manage complex schedules, confidential information, and competing priorities
- Crisis Management

Technical Competencies

- Strong organizational and time-management skills
- Proficiency in Microsoft Office Suite; familiarity with database systems preferred
- Excellent interpersonal and communication skills
- Ability to manage multiple priorities and maintain attention to detail while supporting a team approach
- Superior interpersonal skills
- Exceptional verbal and written communication skills
- Excellent public speaking abilities
- Good command of modern office software and technologies
- Familiarity with Washtenaw County issues, nonprofits, donors, and communities is preferred

Behavioral Competencies

- **Mission:** Genuine and demonstrated passion for the community and AAACF's vision around diversity, equity, and inclusion. Demonstrated leadership presence to represent AAACF's Core Values in the public sphere
- **Communication:** Ability to establish effective relationships with donors, advisors, board members, and staff; strong customer service ethic; confidentiality and discretion are a must; good sense of humor and ability to laugh at oneself
- **Teamwork:** Consummate team player; comfortable supporting and leading group efforts; active manager and mentor for all direct reports; contributes to a positive culture for all AAACF staff
- **Organization:** Highly motivated, self-organized; thrives on handling multiple activities at once; able to prioritize issues on an ongoing basis; great attention to detail
- **Professional Maturity:** Able to work independently to achieve objectives and solve problems; entrepreneurial and creative mindset; strong work ethic, integrity, and sound judgment.

Benefits include:

- Health, dental and vision insurance
- 403(b) plan with contribution matching
- Life insurance
- Short and long-term disability insurance

- Flexible spending and childcare savings accounts
- Paid time off and much more

Compensation

The minimum starting salary for this position is \$65,000; an offer will be based on a candidate's relevant qualifications and experience.

How to Apply

Please submit your resume, cover letter and answers to the questions below to jobs@aaacf.org or apply online [here](#). The cover letter should be addressed to the HR Department. You may also direct questions about this posting to jobs@aaacf.org. (no phone calls, please). Applications will be reviewed on a rolling basis and accepted until the position has been filled.

1. What makes you an exceptional candidate for this position?
2. Why do you want to work at AAACF?
3. Which, if any, of our Core Values resonates with you?

AAACF is an equal opportunity employer.