



## **POSITION ANNOUNCEMENT**

Executive Assistant

### **COMMUNITY FOUNDATION OF GREATER DES MOINES**

For over 50 years, the Community Foundation of Greater Des Moines has improved quality of life for all by promoting charitable giving, connecting donors with causes they care about and providing leadership on important community issues. We're simply better together.

### **PURPOSE OF POSITION**

The Executive Assistant provides administrative support to the Community Foundation Charitable Giving and Community Impact Departments, as well as the general operations of the Community Foundation. This position is responsible for calendars and schedule management, meeting preparation and documentation, committee support and general duties, including project management, research, planning and expense processing.

### **CORE COMPETENCIES**

Adaptability/Flexibility | Initiative | Customer Focus | Attention to Detail | Multi-tasking

### **QUALIFICATIONS**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. This includes excellent customer service skills; the ability to maintain confidentiality and handle sensitive information; management of multiple projects and tasks; and ability to work both independently and in a team environment. Adaptable attitude, attention to detail, organized self-starter, and innovative. Able to interface well with a variety of people. Strong computer, excellent writing and critical thinking skills.

### **EDUCATION AND EXPERIENCE**

Associate's degree from a two-year college or business school preferred. Three to five years related administrative assistant experience plus one to three years executive assistant experience; or equivalent combination of education and experience.

### **SALARY**

The Community Foundation is committed to pay equity and provides a comprehensive compensation package which includes annual salary and benefits benchmarking. Salary range will be shared with candidates prior to the interview process, or upon inquiry.

*effective 6/25/25*

## **APPLICATION PROCESS**

Interested applicants should submit their resume, cover letter, salary requirements and three references. To apply, click [here](#). For questions, please contact Kristine Kline at [kline@desmoinesfoundation.org](mailto:kline@desmoinesfoundation.org). We encourage anyone considering the position to apply. This position will be filled when a qualified candidate is identified.

Don't meet every single requirement? At the Community Foundation we are dedicated to building a diverse, inclusive and authentic workplace, so if you're excited about this role but your past experience doesn't align perfectly with every qualification in the job posting, we encourage you to apply anyway. You may be just the right candidate.

The Employer is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the Employer will provide reasonable accommodations to qualified individuals with disabilities and encourages prospective employees and incumbents to discuss potential accommodations with the Employer.