



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 Impact Department (Statewide & Regional) and supports the general operations of the Community Foundation. This position manages calendars and schedules, prepares meeting materials and documentation, assists with project management, research, reports and presentations and processes departmental expenses.

The role also provides coordination, logistics, data management and recordkeeping for Community Impact activities, including nonprofit and affiliate trainings and meetings. The Executive Assistant supports assigned committees by coordinating schedules and communications and preparing meeting materials and documentation.

As a member of the administrative team, the Executive Assistant supports office operations, provides excellent customer service to donors, fund holders, nonprofits and community stakeholders, and assists with general administrative and clerical responsibilities as needed.

CORE COMPETENCIES

Adaptability/Flexibility | Initiative | Customer Focus | Attention to Detail | Multitasking

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and/or 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.

APPLICATION PROCESS

Interested applicants should submit their resume, cover letter, salary requirements and three references by [filling out this form](#). The full job description can be found [here](#). We encourage anyone considering the position to apply. This position will be filled when a qualified candidate is identified. If you have any questions about this position or experience any issues with the application form, please contact us at hiring@desmoinesfoundation.org.

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.