



Job Title: Operations Manager & PT Executive Assistant to CEO
Department: Administration
Status: Exempt & Full-Time
Reports to: Director of Finance
Supervises: Administrative Staff

Position Summary

Operations Manager & PT Executive Assistant to CEO, is responsible for consistently managing the varied needs of the Foundation. He/she will assist the Foundation with the following: Providing office management, executive assistance to the CEO, liaison to the Board of Directors, coordinating reception coverage, and providing general administrative assistance to the Foundation. S/he also performs the duties listed below and any other tasks and projects as assigned by the CEO and Director of Finance. S/he will be able to identify areas and processes for improvement and make appropriate recommendations.

Key Responsibilities:

- **Executive Assistant to CEO**
 - Schedule meetings, organize travel, maintain database of contact information, and provide general administrative support.
 - Prepare CEO monthly expense reimbursement reports through Nexonia
 - Calendar, coordination of schedule with staff and board members, prepare correspondence, and maintain files
- **Corporate Secretary**
 - Maintain corporate records (both hard and soft format) for Koret Foundation and AFKIEDF – i.e. Board Meetings, Finance & Investment Committee Meetings, Audit & Governance Committee Meetings, Audited Financial Statements, Form 990-PFs, etc.
 - Assist in review of Committee Meeting Minutes
 - Assist with correspondence to the Board of Directors
 - Assist Director of Finance in updating and maintaining document retention policy
- **Operations Manager**

- Manage the administrative staff to meet the needs of the Foundation staff and coordinate office needs – i.e. quarterly board meetings, organization of office supplies, snacks, lunches for staff, etc.
 - Coordinate purchase of supplies and tracking costs relative to budget
 - Research and recommend office equipment alternatives, such as copiers, postage machines, etc.
 - Assist Director of Finance in dealing with Property Management, Director of Facilities, Janitorial Services, and Outsourced IT with issues related to Foundation occupied office space, including building needs, alarm system, telephone, IT, audio-visual, plant rental, and various vendors
 - Work with contracted property manager to ensure facility is neat, clean, and in good working order
 - Responsible for updating keycard system, adding or deleting employees as needed
 - Coordinate purchases/requests for furnishings
 - Train staff in providing exceptional reception coverage
 - Maintain company emergency handbook and supplies
 - Prepare monthly credit card expense report for payment through Nexonia
- **Other**
 - Create, assemble, and maintain files as needed.
 - Responsible for typing, filing, photocopying and mailing correspondence.
 - Assist with meeting preparation and board meeting set-up.
 - Any special projects and research projects as assigned by CEO and Director of Finance

Qualifications

- Bachelor's degree required
- Knowledge of private foundation
- Demonstrated administrative and organizational skills; minimum five-years experience in similar position, supporting a senior level executive
- Excellent time management skills and ability to meet deadlines and task requirements
- Dependable, accountable, highly motivated, independent and flexible, ability to exercise discretion in a close team environment, exceptional leadership skills demonstrating sound judgment, and good time management skills
- Excellent written and oral communication skills
- Ability to self-start, set priorities. and balance the work load for various departments, while working independently and collaboratively
- Ability to protect information of a sensitive and confidential nature
- Attention to detail and accuracy
- Strong ability to interact with staff at all levels of the organization and persons outside the organization in a professional, courteous, culturally sensitive, and tactful manner
- Superior skill in Microsoft Word, Excel, Outlook, and Access
- Having notary license is a plus
- Must be adaptable with learning new software and technologies
- Excellent phone skills