

The **Greater Milwaukee Foundation (GMF)** is how Milwaukee works together. For over a century, we have helped generous people give back to the community. Together with donors and partners throughout the region, the Foundation invests in the potential of people and places, supports community-grown solutions and strives to end the systemic racism that holds our region back. Through the power of transformative philanthropy and social change, we are focused on shaping a future where everyone thrives – *a Milwaukee for all*.

You can make a difference, as we are seeking an Executive Assistant! This position is responsible for providing comprehensive support to the President/CEO and is the primary point of contact for internal and external stakeholders on all matters pertaining to the Office of the President. The incumbent works as part of a team with the Senior Relationships Officer to coordinate matters related to the Board of Directors and serves as a liaison to the Foundation's Leadership Team, organizing and coordinating executive activities.

Key Responsibilities:

- Completes a broad variety of administrative tasks for the President/CEO, such as:
 - Monitor electronic communication, incoming and outgoing calls.
 - Compose responses and prepare correspondence.
 - Monitor the President/CEO's mailbox and distribute mail accordingly.
 - Plan and coordinate President/CEO's daily and weekly calendar, requests for meetings, invitations, external Board and committee meetings, and ensure the schedule is updated, followed and respected.
 - Coordinate and organize all meeting materials for the President/CEO from a variety of internal and external stakeholders to ensure that materials are available for individual meetings.
 - Ensure updated contact information for stakeholders interacting with the President/CEO and enter/update data in Foundation's database and President/CEO Outlook contacts.
 - Arrange sometimes complex and detailed travel plans, itineraries and agendas, compiling documents for travel-related meetings.
 - Process invoices for payment, reconcile monthly expenses and prepare and submit expense reports for reimbursement.
 - Assist with technology use and troubleshooting issues as needed.
- Provides a bridge for communication between the Office of the President and internal departments.
- Works closely with Leadership Team members in carrying out the mission of the Foundation.
- Helps prepare and coordinate agendas, reports and presentations as needed.
- Works with the Senior Vice President and Chief Strategy Officer and Senior Relationships Officer to provide support for Board meetings and events, including meeting logistics (e.g. location, catering, technology, set-up), developing and compiling meeting and presentation materials, coordinating materials from staff, posting on electronic Board portal, and combining and disseminating meeting materials.
- Assists the President/CEO and Leadership Team by organizing and supporting staff meetings and retreats.
- Works with President/CEO and Senior Relationships Officer on annual budget preparation.

Qualifications:

- A high school diploma, GED or HSED with some advanced training or education in administrative functions required; an Associate degree or higher preferred.
- Seven (7) or more years of administrative support experience required; previous experience working in the nonprofit industry and supporting an executive position preferred.
- Five (5) or more years of customer service experience involving high-level of confidentiality preferred.
- A valid and current driver's license and vehicle is required.
- Demonstrated commitment to racial equity and inclusion.
- Ability to interact effectively with people from diverse backgrounds.
- Ability to build relationships with stakeholders, including staff, external partners and donors.
- Advanced written and verbal communication skills with the ability to compile routine reports and correspondence and speak effectively in a public setting.
- Intermediate skills in Microsoft Office Suite applications (i.e. Outlook, Word, Excel, PowerPoint specifically), Zoom/Teams and Skype capabilities, web-based applications and databases.
- Excellent organizational skills that reflect ability to perform and prioritize multiple tasks seamlessly with excellent attention to detail.
- Ability to exercise sound judgment and problem-solve a wide range of issues.
- Proven ability to handle confidential information with discretion.
- Must be honest, dependable and able to meet deadlines in a fast-paced environment.

We recognize that at this moment, during the COVID-19 pandemic, it is a uniquely difficult time and we aim to be as flexible and supportive as possible in both the recruitment for and onboarding of this position. Some staff may be eligible to work a hybrid work schedule (i.e. work part of their regular schedule remotely). However, all staff are asked to work the majority of their time from the GMF office.

Salary Range: \$50,430 - \$60,510

Benefits: We offer an excellent benefit package, which includes health, dental, vision, flexible spending, life insurance, 403(b) retirement plan, paid time off (PTO), educational assistance and more!

Application Instructions: Please include resume, cover letter and salary requirements when [applying](#).

The Greater Milwaukee Foundation is an equal opportunity employer and encourages people of diverse backgrounds to apply. We celebrate diversity and are committed to creating an inclusive environment for all employees.