



**Executive Assistant
to the Chief Executive Officer and the
Foundation Board of Directors
Clark College Foundation
Vancouver, Washington**

An exciting opportunity awaits you at Clark College Foundation. The Executive Assistant to the Chief Executive Officer and Clark College Foundation's Board of Directors will be an individual who is personable, professional, energetic, resourceful and thrives in a complex, fast-paced work environment. We value philanthropy, integrity, innovation, stewardship, service, diversity and teamwork. This is a regular, full-time non-exempt position. They will be dedicated to our mission of **inspiring the joy of philanthropy in support of student success and program excellence at Clark College.**

Clark College Foundation offers a positive, team-oriented work environment and a competitive compensation package with excellent benefits including medical, dental and vision insurance, and an employer-matched 403(b) retirement savings plan. We encourage and support the professional development of our employees, and strive to promote from within when mutually beneficial.

Clark College Foundation is committed to promoting a culture that is open, safe and respectful for all employees. We believe that diversity in experience, background and perspective enriches the work we do. It is our goal to challenge systems of power, privilege and inequity by providing our employee's diversity education and training, and through employee recruitment and retention.

In addition, Clark College Foundation values diversity and is an Equal Opportunity Employer. Protected group members are strongly encouraged to apply. Clark College Foundation provides equal opportunity in education and employment and does not discriminate based on race, color, national origin, age, disability, genetic information, sex, sexual orientation, marital status, creed, religion, honorably discharged veteran or military status, citizenship, immigration status or use of a trained guide dog or service animal. Reasonable accommodations will also be made for people with disabilities. Clark College Foundation is a smoke-free/drug-free environment. This recruitment announcement does not reflect the entire job description and can be changed and or modified without notice.

Founded in 1973, Clark College Foundation is an independent, self-governed nonprofit that assists Clark College through philanthropy. Our efforts, in concert with our generous benefactors, serve to improve educational opportunities and consequently, the quality of life and economic success of our community. Since its inception, the foundation has directed \$76 million to support programs, facilities and services at Clark.

Our success is regularly recognized by the Council for Advancement in Support of Education (CASE) and the national and statewide chapters of the Public Relations Society of America with awards and other accolades for performance.

General Position Summary:

Reports directly to the Chief Executive Officer. Also partners with the foundation's board and its committees. Provides both professional and clerical level administrative support. This position requires a detail-oriented person who is comfortable working in a fast-paced office environment, exceptional communication skills, and someone who is dedicated to completing projects on time. The range of duties includes calendar management and support; meeting scheduling and preparation; drafting of correspondence, minutes, reports and donor relations materials; as well as coordinating, executing, and representing the foundation at special events. This person will have strong skills helping to manage executive leadership, build effective relationships with foundation and college employees, as well being an enthusiastic and helpful connection to major donors and volunteers.

Responsibilities include:

Direct assistance to the Chief Executive Officer and Clark College Foundation's Board of Directors

- Coordinate and schedule meetings, draft agendas, prepare reports and other materials.
- Proactively attends to CEO and other executive team members to manage calendars, highlighting priority deadlines, managing working files, spearheading legal administrative updates (articles, by-laws, minutes, etc.), all while taking the initiative to understand and prepare CEO to meet daily assignments.
- Schedule and prepare meetings with donors/prospective donors, alumni, community and business leaders, campus leaders and others. Facilitate note taking and minutes as deemed appropriate.
- Arrange travel and document specifics around logistics.
- Maintain confidentiality on issues involving staff and donors.
- Work with the executive to effectively document contacts with donors, prospective donors, and leaders using The Raiser's Edge as the sole tool for planning and recording all strategic contacts and actions.
- Prepares monthly activity reports for College Board's Board of Trustees and Foundation Board, through solicitation and management of staff colleagues.
- Provides administrative support for Board of Directors, Executive Committee, Board Relations Committee and Real Property Management Committee.
- Plans board and staff events that involve selection of location, catering and other logistics.
- Coordinates Board and staff recognition efforts.
- Ensures productive and collaborative working relationships with executive, administrative, and other college colleagues at Clark College.

Job Scope:

Position encounters frequent new and varied work situations, which involve a moderate degree of complexity. Complexity is due to interactions with diverse groups of people and involvement with varied projects, work groups and work styles. Position requires working from established procedures, but often determining own practices and procedures for assigned responsibilities. Position requires the ability to prioritize tasks with flexibility and in response to competing needs. Operates independently with minimal supervision and as a team member. Must maintain confidentiality regarding decisions and documents.

Specific Job Skills:

Outstanding interpersonal and communication skills, both oral and written, including the ability to draft reports, correspondence, meeting minutes, and copy and edit the writing of others. Ability to operate a personal computer, standard office software programs and office equipment (photocopier, fax, phone). Outstanding organizational skills, including helping others (both peers and executive staff) in organizing their work and priorities. Ability to manage multiple priorities and entire projects, including coordinating projects that involve participation from multiple individuals. Ability to make decisions within a shared decision-making environment and exercise sound judgment, including knowing when to act independently and when to seek guidance/input before taking actions. Flexibility to adapt to changing and sometimes conflicting priorities. Ability to maintain a professional demeanor and service orientation at all times, including in stressful situations.

Clark College Foundation offers a positive, team-oriented work environment with competitive compensation including excellent benefits. Successful completion of a reference check and background check will be required as part of our hiring process.

Application Process:

For consideration, please email the following to foundation@supportclark.org with the subject line **Executive Assistant**. A single file in PDF format is preferred.

- Résumé
- Detailed one-page letter discussing why you are interested in and uniquely qualified for this important role
- Names and contact information of three professional references (including at least two immediate supervisors)
- Compensation expectations

We are proud to be an Equal Opportunity Employer. We strive to employ individuals who possess the skills necessary to effectively serve an increasingly diverse population. Our effort is to create a cultural climate that challenges power, privilege and inequity.