

HOUSTON ENDOWMENT

JOB DESCRIPTION

JOB TITLE: Executive Assistant to the President and CEO

REPORTS TO: President and CEO

POSITION SUMMARY

Houston Endowment Inc. (the “Foundation”) seeks an experienced Executive Assistant to provide executive support to the President and CEO (the “President”) and oversee the overall administration of the President’s office. This role will serve as a primary point of contact for internal and external constituencies on all matters pertaining to the President’s office.

KEY RESPONSIBILITIES

The Executive Assistant will:

- Manage an extremely active and dynamic schedule. Serve in a gatekeeper and gateway role, effectively managing access to the President’s time and office.
- Work closely and effectively with the President to keep her well informed of upcoming commitments and responsibilities, following up appropriately.
- Anticipate the President’s needs and ensure she is well prepared in advance of deadlines and commitments.
- Complete critical aspects of deliverables, including drafting and proofing confidential correspondence and written materials, as well as compiling documents in preparation for meetings.
- Apply independent judgment concerning matters requiring the President’s attention to ensure timely action. Prioritize conflicting needs; handle matters expeditiously and proactively, follow-through on projects to successful completion, often with deadline pressures.
- Serve as the President’s liaison with the Foundation’s Board of Directors; coordinate various Boards meetings, events and correspondence.
- Serve as the President’s liaison with the Foundation’s senior management team; coordinate various management meetings.
- Arrange complex and detailed travel plans, itineraries, agendas and expense reports.
- Complete projects and special assignments for the President by determining priorities, managing time, problem solving and monitoring progress.
- Assist President with various personal matters.
- Meet regularly with executive assistant team to coordinate projects and calendars.

DESIRED QUALIFICATIONS

We seek a team member with experience in a relevant professional capacity who is enthusiastic about supporting HEI in achieving its mission. The candidate must thrive on challenges and be comfortable in a fast-paced, demanding environment.

Specifically, the successful candidate will possess:

- A Bachelor’s degree.
- A minimum of five years of experience supporting C-suite level executives.
- Proficient in Microsoft Office, Adobe Acrobat and other office collaboration software.
- Familiarity with the nonprofit, philanthropic or foundation sector a plus.

KEY ATTRIBUTES AND COMPETENCIES

The successful candidate will demonstrate:

- Expert level written and oral communication skills.
- Strong organizational skills and ability to drive results, meet deadlines, take initiative and anticipate needs, working with minimal supervision.
- Forward-looking thinker, who proactively seeks opportunities, identifies issues and proposes solutions.
- Proven ability to handle confidential information with discretion, be adaptive to competing demands, and have a sense of urgency.

- High emotional intelligence and self-awareness, seeking and acting on feedback and gaining insight about personal effectiveness.
- Excellent judgment, integrity and commitment to personal responsibility and accountability.
- Orientation as a team player in a multidisciplinary environment who strives to understand and deliver excellent customer service to internal and external stakeholders.
- Appreciation for colleagues and the important role of others in the Foundation's mission and daily operations.
- Ability to thrive and adapt in an environment of growth and change.
- Respect for diversity, equity and inclusion.
- Passion for improving quality of life for the people of greater Houston.

COMPENSATION

Salary will be set in accordance with the successful candidate's experience. In addition to salary, the candidate will participate in the Foundation's comprehensive employee benefits programs, including health, dental and vision plans, time off, and matching 401(k) and pension retirement plans.

TO APPLY

Send resume and cover letter to employment@houstonendowment.org. We will contact those candidates who most closely match our requirements. We thank you in advance for your interest.