



## **Executive Assistant**

Partial remote / Offices in Point Reyes Station, CA

65,000 – 75,000 FTE

36 - 40 hours week

Open until filled

West Marin Fund is a community foundation that inspires giving and mobilizes resources to enhance the long-term wellbeing and quality of life for all in coastal West Marin, California. The Fund provides grants and training for local nonprofits, and convenes key stakeholders to help identify and fund equitable solutions to challenges facing people who live, work and visit in West Marin.

### **Position Summary**

The Executive Assistant is responsible for providing day-to-day, comprehensive, high-level administrative support to the Executive Director, Board Leaders, and Board Committee Members. This position will expedite the flow of work through the Executive Director's office, executing significant discretion and judgment in matters of importance. The position will also provide logistical support for various Fund programs and events, and operational functions and procedures. The Executive Manager works closely with and reports to the Executive Director. Our offices are located in Point Reyes Station, California.

### **Responsibilities Include:**

- Manage Board and Committee meetings, venues, agendas, materials, minutes, calendar, and other documents.
- Plan and manage Advisory Council and West Marin Executive Director Group meetings.
- Maintain up to date Board and Advisory Council information and coordinate onboarding and orientation, as needed.
- Ensure policy, protocols and other institutional documents are filed and updated on a regular basis.
- Manage annual calendar including key meetings, grant cycles, program activities, donor and community events.
- Complete Executive-level tasks as requested by Executive Director or Board Chair, including managing and/or filtering of Executive calendars, email/phone or other communications, scheduling and other logistics.
- Draft and/or edit and proofread executive correspondence and presentations.
- Manage and streamline daily administrative tasks.
- Manage and support IT logistics, onboarding and offboarding of staff, safety compliance, and other as needed administrative functions.
- Maintain constructive working relationships within the organization, among donors and advisors, and with West Marin nonprofits.
- Fulfill other duties on an as needed basis.



**Qualifications:**

- Minimum of five years of relevant work experience, preferably in the nonprofit or philanthropic sector.
- Experience managing Board and Committee meetings, materials, minutes, calendar, and other documents.
- Ability to perform a full range of day-to-day to high-level administrative work with attention to detail, accuracy and deadlines.
- Experience maintaining effective office and information systems.
- Well-organized, self-starting, with excellent time and project management skills.
- Culturally competent in working with individuals and groups with diverse racial and socio-economic backgrounds.
- Proficiency in MS Suite (Excel, Word, Outlook), Dropbox, Powerpoint, Adobe, Google Docs and video conferencing.
- Proficiency with databases. Familiarity with Foundant C-Suite and GLM a plus.
- Strong written and verbal communication skills in English and high level of interpersonal skills. Fluency in Spanish a plus.
- Ability to maintain confidentiality and respect values-based work.
- Experience providing operations support and management, including HR onboarding/offboarding, safety procedures, and IT preferred.

*West Marin Fund is an equal opportunity employer committed to diversity, equity and inclusion.*

**To apply:**

**Submit your resume along with a cover letter summarizing your interest and qualifications to [jobs@westmarinfund.org](mailto:jobs@westmarinfund.org).**

Time-frame: The position is open until filled. Interviews will begin in mid-August, with the desired start date of early to mid-September.

Short-listed candidates will need to complete a short job skills test (1-2 hours).

**For more information about our work, please visit [www.westmarinfund.org](http://www.westmarinfund.org)**

No phone calls, no walk-ins, no recruiters.