

Executive Assistant to the President & CEO

About Foundation for Black Communities

The Foundation for Black Communities is Canada's first-ever philanthropic foundation dedicated to investing directly in Black-led, serving and focused grassroots, non-profit and charitable organizations. Foundation for Black Communities exists to ensure every Black person in Canada can thrive and all Black communities have agency in defining their own future. We will invest in change-making, working with Canadian philanthropic, political, and business partners to ensure that Black-led and Black-serving organizations have the sustained resources they need to make a meaningful impact.

Position Overview

The Executive Assistant to the CEO is responsible for providing comprehensive support to the CEO, Board of Directors, and Executive Team and virtually managing the organization's central administrative operations. This dynamic position requires the ability to anticipate needs, think critically, and offer solutions to problems with a high level of professionalism and confidentiality.

Primary Responsibilities:

- Provide sophisticated calendar management for CEO. Prioritize inquiries and requests while troubleshooting conflicts; make judgements and recommendations to ensure smooth day-to-day engagements.
- Act as a liaison and provide support to the Board of Directors. Arrange and handle all logistics for Board meetings and events: schedule meetings; draft agendas; develop, compile, and distribute presentation materials; and record meeting minutes on behalf of Board Secretary.
- Adhere to compliance with applicable rules and regulations set in bylaws regarding Board matters.
- Complete a broad variety of administrative tasks that facilitate the CEO's ability to effectively lead the organization
- Serve as the primary point of contact for internal and external stakeholders on all matters pertaining to the CEO, including those of a highly confidential or critical nature. Prioritize and determine appropriate course of action, referral, or response, exercising judgement to reflect CEO's style and organization policy
- Work closely with the CEO to keep them well informed of upcoming commitments and responsibilities, following up appropriately. Act as a "barometer," having a sense for the issues taking place in the environment and keeping the CEO updated. Anticipate CEO's needs in advance of meetings, conferences, etc. .
- Maintain open communications with the FFBC team, including meeting regularly with external support services and providing information and documents as needed.
- Coordinate all Executive Team meetings and retreats and assist with staff meetings and events as needed.

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- Provide "gatekeeper" and "gateway" role, providing a bridge for smooth communication between the CEO and staff, demonstrating leadership to maintain credibility, trust, and support with the Executive Team. Complete projects by assigning work to appropriate staff, including the Executive Team, on behalf of the CEO.
- Work with the Executive Team to coordinate the CEO's outreach activities. Follow up on contacts made by the CEO to cultivate ongoing relationships.
- Evaluate and assist in developing office policies and procedures for improved workflow and anticipate future needs as organization grows. Assist in the selection of vendors and purchase equipment, services, and supplies necessary for operation of organization.
- Other projects/duties as assigned for the overall benefit of the organization

SUCCESSFUL CANDIDATES WILL POSSESS THE FOLLOWING QUALIFICATIONS:

- A passion for working with and supporting Black communities
- An appreciation and understanding of working with an appreciation for diversity and intersectionality
- French/English bilingualism and/or multilingualism is an asset
- Significant executive support experience, including supporting C-level executives. Nonprofit board experience is highly-preferred.
- Expert proficiency with Microsoft Office and desktop publishing software; ability to design and edit graphic presentations and materials.
- Strong verbal and written communication skills.
- Exceptional organizational skills and impeccable attention to detail.
- High degree of professionalism in dealing with diverse groups of people, including Board members, senior executives, staff, community leaders, donors, and funded partners.
- Ability to complete a high volume of tasks and projects with little or no guidance.
- Ability to react with appropriate levels of urgency to situations and events that require quick response or turnaround.
- Able to maintain a high level of integrity and discretion in handling confidential information.
- Excellent judgment is essential.

BENEFITS

This position is an outstanding opportunity for a highly motivated executive assistant to assume a pivotal role in the evolution of a fast-growing, highly respected organization. As such, compensation for this role is competitive. The starting salary will be commensurate with candidate experience.

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HOW TO APPLY

FFBC is committed to an inclusive work environment and to building a team that reflects the rich diversity of our community. To apply, please submit your resume and a cover letter. Your cover letter should express your specific interest in and qualifications for this role as well as respond to these questions:

- 1) What would it mean for you to be a part of Canada's First National Foundation for Black Communities across Canada?

Please submit this information to hr@forblackcommunities.org. Applications will be accepted and reviewed until the position is filled.