

Executive Assistant, Events, and Office Manager Job Description



Los Altos Community Foundation (LACF) inspires local residents, businesses, and private foundations to give back and get involved to better the communities we serve, Los Altos, Los Altos Hills, and Mountain View. We engage the community, inspire change and improve lives through an innovative mix of grantmaking to local non-profits, programs, funds, and collaborative work with key organizations. For more information see losaltoscf.org

Position Summary:

We are looking for an energetic and detail-oriented individual to be the assistant to the Executive Director, coordinate events, and assist in fundraising activities. You will also be the friendly face of the Foundation, greeting donors and visitors and the one that keeps the office organized, stocked, and operating smoothly.

Responsibilities

- Work directly with the Executive Director on scheduling, communications, board of directors activities, preparing meeting minutes and reports.
- Greet visitors, answer calls, and provide assistance to community members throughout the day.
- Be the lead on the Foundation's event planning, preparation, and tasks. Organize event schedules, select locations, send invitations, register guests, manage vendors, recruit volunteers, project-manage tasks leading up to and during events.
- Assist on fundraising campaigns, process donations, send donor correspondence, and develop donation reports. Manage the Foundation's donor database.
- Assist in the development of marketing and communications materials (print and digital).
- Manage our office, filing, mailings, supplies, and vendors. Make sure the Foundation's office is clean and neat for public viewing. Initiate ideas for better organization or processes.
- Be a key member of our fun and fast moving team that makes a difference in our community!

Skills, Experience, Education, and Abilities Qualifications

- Bachelor's degree.
- Event and/or hospitality experience
- Past involvement in nonprofit fundraising campaigns.
- Strong organizational skills.
- Demonstrated ability to take initiative, set priorities, and manage multiple projects and tasks at the same time. Can work independently and meet goals and deadlines.
- Attention to detail and commitment to quality and quality improvement.
- Excellent verbal and written communication skills. Can write articles and short pieces about Foundation activities and programs.

- Professional, poised, and efficient personal manner. Must be outgoing and relationship oriented, diplomatic and comfortable working with diverse populations in the community.
- Ability to interact at a high level with executives, board members, and donors.
- Personal attitude that includes flexibility, willingness to adapt to changing situations, and good sense of humor.
- Familiarity with the communities that LACF serves.
- Technical skills:
 - Experience and good working knowledge of using a PC and Microsoft Office products, including Excel, Word, Powerpoint, and Mailmerge functions.
 - Can effectively and efficiently use social media tools, such as Facebook, Twitter, LinkedIn, etc.
 - Experience using database software or a donor database.
- Possession of a valid California driver's license with a clean driving record and current vehicle registration and auto insurance.
- This position requires the ability to sit and do computer work for extended periods of time. Must be able to lift approximately 20 pounds. Requires traveling to local destinations and occasional events.

Optional experience that could be a plus:

- Experience with photography and/or videography
- Marketing and/or PR experience.
- Graphic design aptitude. Ability to use Adobe Illustrator and/or InDesign.
- Hands on experience with website writing and updating using WordPress.
- Familiarity with basic bookkeeping.
- Spanish fluency.

Compensation:

- This is a 30-40 hour/week non-exempt position reporting to the Executive Director. You would be working between the hours of 9am-5pm Monday to Friday. We believe in work-life balance, and can provide some flexibility in scheduling.
- This position does require occasional evenings and weekends.
- LACF offers vacation time accrual and 10 paid holidays.
- LACF does not discriminate on the basis of race, color, religion (creed), gender, gender expression, age, national origin (ancestry), disability, marital status, sexual orientation, or military status. We are committed to providing an inclusive and welcoming environment for all members of our staff and volunteers.

This is an exciting time for growth at LACF – we need your energy and enthusiasm. If you are looking for an exciting job that is creating real, positive change in our community, apply today!

Interested? Send your resume to Joe Eyre, Executive Director, at joe.eyre@losaltoscf.org