



**INLAND EMPIRE COMMUNITY FOUNDATION (IECF)
Strengthening the Inland Empire through Philanthropy**

Executive Assistant to the President & CEO

JOB DESCRIPTION & POSTING

POSTED: April 1st, 2025

Reports to: President & CEO
Status: Full-time exempt
Location: Riverside Main Office

ABOUT THE INLAND EMPIRE COMMUNITY FOUNDATION

Established in 1941, IECF stands as the oldest community foundation in the Inland Empire, dedicated to serving Riverside and San Bernardino Counties. With a mission rooted in fostering racial, gender, and economic equity, the foundation has become a transformative force in our communities. Stewarding more than \$125 million in assets, IECF collaborates with donors of all sizes to channel more than \$35 million in gifts and distribute over \$24 million in grants and scholarships. The foundation places a strong emphasis on using data to unveil disparities, driving its grantmaking, programs, and partnerships. By empowering and investing in communities most affected and cultivating a culture of philanthropy, IECF envisions a future marked by positive, transformative, and community-led change.

JOB SUMMARY

The Executive Assistant (EA) to the President & CEO plays a pivotal role at IECF to support the President and CEO's leadership and a positive, open culture within IECF. The EA plays a leadership role for the CEO to help them stay on top of a range of requests and activities, including helping advance new business, CEO-led projects, and key relationships that can build a culture of philanthropy for the Inland Empire.

The EA will manage and support to the President and CEO in a one-on-one working relationship. The EA serves as the liaison to the Board of Directors and senior management teams; organizes and coordinates President & CEO's outreach and external relations, and helps manage and oversee the CEO's role in programs and special projects. The EA will be a person of the highest integrity, and will bring a proficiency in organizational systems, time management, and exceptional communication skills. The EA will streamline internal and external communications for the CEO, provide coordination and follow-up to staff and team meetings, manage all travel, coordinate and assist with CEO-led convenings, and ensure ongoing and up-to-date communication across all departments and staff and the CEO.

The EA must be highly organized and enjoy creating systems and structures for efficiency and consistency that build upon IECF's database management (CSuite) and internal processes. The person in this role will need to enjoy working within an entrepreneurial and fast-moving environment, providing accurate information and operating as the outward face of the President & CEO's office.

The ideal individual will exercise good judgment in a range of situations, with strong written and verbal communication, administrative, and organizational skills, able to prioritize tasks and requests in a positive and proactive manner.

KEY RESPONSIBILITIES

- Sustain a complex and often-changing calendar, resolving scheduling issues and assisting with prioritization of engagements;
- Lead Board management including Board meetings (agendas, invitations, technology, minute taking, etc.), Board committees, and individual Board engagement and communication;
- Arrange all domestic and international events, travel, and accommodations for the President & CEO, including detailed itineraries and prep materials; prepare expense reports;
- Manage sensitive matters with a high level of confidentiality and discretion, ensuring the President & CEO has up to date information and knowledge of organizational, Board, and partner needs and issues;
- Monitor all CEO Inbox email and respond where appropriate to maintain a 48-hour response time;
- Screen incoming telephone calls and take and deliver messages, handling requests where possible and referring calls to the appropriate staff;
- Prepare for all CEO-involved meetings through a weekly review of calendar on a forward-looking basis in coordination with all departments, and ensuring the appropriate briefing materials are provided in advance of meetings;
- Coordinate CEO convenings including invitations, prep calls with partners, agendas, hosting, and follow up, as requested;
- Prepare presentations, agendas, and other documents as requested;
- Respond to outside requests by gathering and providing information on behalf of the President & CEO;
- Draft and prepare correspondence, as requested;
- Provide hosting functions for all guests virtually and in-person;
- Assist with CEO's time management by reading, researching, collecting and analyzing information as needed, in advance of meetings and events;
- Manage access to the CEO and assist with cross-departmental communication;
- Ensure up-to-date contact management for the CEO's contacts through the C-SUITE database;
- Complete other activities as directed by the President and CEO, as needed.

SKILLS & ATTRIBUTES

- Excellent communication and time management skills; proven ability to meet deadlines;
- Ability to function well in a high-paced environment;
- Highly responsive to emails/texts/phone calls, with contact outside normal business hours;
- Ability to use discretion, confidentiality, and good judgment to handle C-Level matters;

- Ability to represent the company and the President & CEO in a positive light through excellent follow-through skills and sound judgment;
- Ability to operate as a member of a team and work individually to accomplish tasks;
- Exhibits a commitment to excellence and performs duties at the highest level possible on a consistent basis;
- Exhibits excellent communication, able to interact with people of all backgrounds and professional levels in a confident manner;
- Demonstrated ability and temperament to work with sensitive information;
- Demonstrated ability to have team-oriented experience and approach;
- Dedicated to meeting the expectations of the CEO and other senior staff through effective relationships and collegiality;
- Ability to think outside of the box and bring a sense of urgency to the Office and its work.

COMPENSATION

Compensation will be commensurate with skill level and experience with an annual performance and salary review; anticipated hiring salary range for this position is \$60,000-\$75,000 based on proven experience meeting the qualifications in this job description.

Generous benefits include paid medical, dental, vision and life insurance; 13 paid holidays, vacation and sick time; 401k match and more.

EEO STATEMENT

Inland Empire Community Foundation is an equal opportunity employer and makes employment decisions on the basis of merit. The company will not discriminate on the basis of race, religion (including religious dress and grooming practices), color, sex (including pregnancy, childbirth, breastfeeding and/or related medical conditions), sexual orientation, national origin (including language use restrictions), ancestry, citizenship status, uniformed service member or veteran status, marital status, age, medical condition (genetic characteristics, cancer related), physical or mental disability (including HIV and AIDS), gender, gender identity, or gender expression. It also includes a perception that anyone may have any of those characteristics or is associated with a person who has or is perceived as having any of those characteristics. All such discrimination is unlawful.

HOW TO APPLY

Please send a cover letter outlining your fit and passion for the job of Executive Assistant to the President & CEO along with a resume to **Kim Potter** (kpotter@iegives.org). The position will remain open until a successful candidate is found and hired. Please check our website to determine if the posting is still open at iegives.org/about/iecf-overview/#job-opportunities. For questions, contact Kim Potter, Executive Assistant, kpotter@iegives.org.

To learn more about the Inland Empire Community Foundation, please go to www.iegives.org.