



EXECUTIVE ASSISTANT

THE ORGANIZATION

Inside Philanthropy named Grantmakers Concerned with Immigrants and Refugees (GCIR) the 2017 Funders' Affinity Group of the Year for the key role we played in coordinating funder pushback to the new administration's anti-immigrant policies. And we're just getting started. Immigration is a central and defining issue of our time. Join our dedicated, dynamic, and diverse team as we develop and carry out a vision to drive immigrant-related philanthropic investments for the next decade and beyond. Our [staff members](#) come from all walks of life—many of us with immigrant and refugee backgrounds, and some of us with non-traditional career paths.

GCIR works with more than 130 member foundations and the broader philanthropic community to inform, connect, and catalyze funders to address pressing issues facing newcomers and the communities in which they live and work. GCIR's thought leadership and expertise position philanthropy to adapt to demographic trends, respond to policy developments, engage with cross-sector partners, and support timely and innovative efforts to advance equity, inclusion, and justice for immigrants, refugees, and asylum seekers. With offices in the Bay Area, as well as remote staff in Washington, D.C., GCIR works with grantmakers across the country in both traditional immigrant destinations and newer gateways. For more information, visit www.gcir.org.

THE ROLE

GCIR is seeking a full-time Executive Assistant to support our executive and governance functions and contribute to the overall success of our organization. Based in the Sebastopol office, this position reports to and works closely with the president. This position focuses on administrative duties critical to the organization. Exemplary administrative skills are required, and a candidate with excellent writing, analysis, and research skills will also have the opportunity to work on substantive projects in which the president is involved. Specific duties and responsibilities will include the following:

- President Support (~60%)
 - Manage the president's calendar, including monitoring upcoming commitments and appointments, responding to scheduling requests, and making all meeting-related arrangements, including travel and lodging
 - Assist the president in preparing for meetings, including conducting research and developing materials such as presentations
 - Attend and take notes at meetings as requested
 - Arrange logistics for meetings, conference calls, and other engagements

- Follow up on contacts made by president, as directed, including adding new contacts to the database
- Organize the president's electronic and paper files and filing systems
- Help maintain a social media presence
- Board of Directors Support (~30%)
 - Schedule board and committee meetings
 - Manage meeting logistics and arrangements, including vendor contracts and travel arrangements
 - Assist in preparing and organizing meeting materials
 - Take notes and prepare meeting minutes as requested
 - Support the board nominations and elections processes
 - Maintain records, such as board and committee meeting minutes, to ensure that GCIR is in compliance with its bylaws and federal and state laws as a nonprofit corporation
 - Maintain updated board contact list, board member profiles, and database
- General Administration and Other Duties (~10%)
 - Provide payroll support, including collecting and recording staff paid time off and coordinating with the director of operations
 - Schedule internal meetings, as assigned
 - Handle special projects, as assigned

THE IDEAL CANDIDATE

As an Equal Opportunity Employer, GCIR is committed to building and retaining a talented, diverse, and inclusive team. We strongly encourage women, people of color, those from immigrant and refugee backgrounds, and other minorities to apply. Our team members represent diverse backgrounds; bring a wide range of educational, professional, and lived experience; and contribute skills and expertise from varied disciplines within the philanthropic, nonprofit, public, and corporate sectors. Some are seasoned professionals, and others are early in their careers.

The ideal candidate for the Executive Assistant position will have the following characteristics, skills, and experience:

Characteristics

- High level of ethics; commitment to quality; strong sense of personal and organizational accountability; and ability to handle confidential and sensitive material with discretion
- Confidence to “manage up” and work effectively with executives who have heavy travel and meeting schedules
- Ability to manage multiple tasks and priorities; apply common sense and sound judgment; and maintain flexibility and a positive attitude in the face of changing and sometimes ambiguous situations

- A desire to work as part of a dynamic team and the ability to thrive in a fast-paced environment
- Demonstrated commitment to equity and justice issues, an eagerness to learn, a good sense of humor, and an appreciation for good food

Skills and Experience

- Meticulous organizational skills, attention to detail, accuracy, thoroughness, efficiency, and timeliness in completing work
- Outstanding interpersonal and customer service skills and ability to develop a productive working relationship with key stakeholders, including board of directors, funders, and members
- Excellent oral and written communication skills
- Advanced proficiency in all Microsoft Office applications, particularly Outlook, Word, Excel, and PowerPoint—as well as a high level of proficiency with all forms of technology
- A minimum of two years of progressively responsible experience in administrative support is required; experience supporting a busy executive is preferred; candidates with more years of experience are welcome
- An associate's or bachelor's degree is preferred but not required for candidates with relevant experience
- Experience working in an organization with multiple offices and remote staff a plus

COMPENSATION AND BENEFITS

Salary is commensurate with experience. GCIR offers a competitive benefits package, including employer-paid health insurance, as well as professional development opportunities.

APPLICATION PROCESS

Please email a letter of interest and a resume to Harmony Karp Hayes, Director of Operations, at harmony@gcir.org. This position will remain open until the right candidate has been identified. No phone calls or email inquiries please.