

GULF COAST COMMUNITY FOUNDATION

Executive Assistant to the President|CEO and Corporate Secretary

Reports to: President|CEO
Status: Exempt

Job summary

The **Executive Assistant to the President|CEO and Corporate Secretary** is a senior-level administrative professional who provides comprehensive support to the President|CEO while also serving as the corporate secretary for Gulf Coast Community Foundation, Inc. and its subsidiaries. This role requires exceptional judgment, discretion, confidentiality, and extensive knowledge of the Foundation's operations, policies, and procedures. The position serves as a critical liaison between the CEO, Board of Directors, Leadership Team, and various stakeholders, ensuring seamless communication and efficient operations at the highest levels of the organization.

Essential Duties and Responsibilities

CEO Day-to-Day Support

- Provide confidential executive administrative support to the President|CEO, enhancing office effectiveness through comprehensive information management
- Plan, coordinate, and manage the President|CEO's schedule, serving as a gateway to enable strategic access to the President|CEO's time
- Prioritize conflicting needs and handle issues expeditiously and proactively, following through on projects to successful completion under deadline pressures
- Complete special research assignments by performing comprehensive analysis and preparing recommendations for the President|CEO to consider
- Proofread all materials for accuracy, grammar, and layout, ensuring clarity and professionalism of final communications
- Assist with coordination of travel arrangements and tracking of travel and business-related expenses, as needed

Corporate Secretary

- Serve as corporate secretary of Gulf Coast Community Foundation, Inc. and its subsidiaries, ensuring compliance with all legal and regulatory requirements and established Foundation bylaws
- Lead Gulf Coast's pursuit of board governance effectiveness, including compliance with laws, regulations, and periodic reapplication for accreditation with the Community Foundation National Standards
- Design, manage, and/or implement all Board, Committee, and Task Force work products including comprehensive minutes and agendas in coordination with the Leadership Team

- Proactively maintain Board and committee meeting calendars, handbooks, and other essential documents on the Board online portal
- Propose, coordinate, and implement improvements to Board communication, information-sharing, and logistics systems
- Ensure accurate documentation of all corporate decisions and maintain corporate records in accordance with legal requirements
- Ensure organizational compliance with governance policies such as Record Retention, Conflict of Interest and Whistle Blower

Board Liaison

- Serve as the primary liaison to the Gulf Coast Board of Directors as directed by the President | CEO
- Actively participate in all Board, committee, and taskforce meetings, providing strategic administrative support
- Assist the President | CEO and Board Chair on board development and committee strategies
- Schedule and organize meetings, travel, and retreats for Board members
- Coordinate with staff to support off-site events involving the Board

Leadership Team Coordination

- Serve as a member of the Leadership Team, leading cross departmental coordination efforts
- Schedule and coordinate Leadership Team meetings, ensuring optimal attendance and preparation
- Take comprehensive minutes during Leadership Team meetings and distribute to appropriate stakeholders
- Participate in all Leadership Team meetings and provide administrative support for strategic initiatives
- Facilitate communication between Leadership Team members and coordinate follow-up on action items

Project Management

- Lead and coordinate special and ongoing projects, working both independently and collaboratively
- Outline tasks involved in complex projects and delegate responsibilities appropriately, ensuring projects remain on track
- Collaborate across teams to advance organizational initiatives and strategic projects
- Manage multiple concurrent projects with competing deadlines while maintaining quality standards
- Provide bridge communication between the President | CEO's Office and internal departments to ensure project alignment
- Coordinate cross-functional teams and resources to support strategic organizational initiatives

- Professionally represent Gulf Coast in work with local and regional partners, peer organizations, and membership groups as needed
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Required Education and Experience

- Bachelor's degree in Business Administration, Public Administration, Nonprofit Management, Communications, or a related field
- 7+ years of administrative experience, supporting C-suite or President-level executives
- Experience serving as a Corporate Secretary or providing board governance support, including preparing board minutes, resolutions, and governance documents
- Active Notary Public commission (or ability to obtain within 60 days of hire)
- Knowledge of corporate governance principles, nonprofit board fiduciary responsibilities, and board management best practices
- Advanced proficiency in Microsoft Office Suite (Word, Excel, PowerPoint, Outlook) and project management software (e.g. Asana)
- Exceptional written and verbal communication skills with ability to interact professionally with high-level stakeholders
- Demonstrated ability to handle sensitive and confidential information with utmost discretion
- Strong analytical and research capabilities with ability to synthesize complex information
- Excellent organizational and time management skills with ability to independently prioritize multiple competing demands

Preferred Qualifications

- Master's degree in Business Administration, Political Science, Public Administration, Nonprofit Management, or a related field
- Coursework in governance, organizational law, policy, or compliance
- Experience in non-profit sector, particularly with community foundations or philanthropic organizations
- Certified Board Secretary designation or similar professional certification
- Proven experience with board portal systems (e.g. BoardEffect, Boardvantage, or similar platforms)
- Experience with the Community Foundations National Standards
- Background in corporate governance and compliance
- Project management certification (PMP or similar)
- Experience coordinating with external partners and peer organizations

General Physical Requirements

- Sedentary work: exerting up to 10 pounds of force occasionally and/or negligible amount of force frequently to move, transport, position, install or remove objects weighing up to 10 pounds across office or various outdoor locations.

- Sedentary work involves remaining in a stationary position most of the time. Occasional moving about and maneuvering objects. Occasionally moves items weighing up to 10 pounds, exerting over 10 pounds of force. Recurrent repetitive motion (such as typing) is involved in performing this role.

Working Conditions

- This role requires regular in-person work at the Foundation’s offices in Venice and Sarasota. The selected candidate must live within a reasonable commuting distance of both locations and be available to work from whichever office the President | CEO is using on a given day. Flexibility to move between offices based on operational needs is essential. Occasional remote work may be allowed at the President | CEO’s discretion and in alignment with organizational priorities.
- The employee is not substantially exposed to adverse environmental conditions.
- Events may take place off-site and may necessitate exposure to weather elements.

Disclaimer

The employee must be able to perform the essential functions of the position satisfactorily and, if requested, reasonable accommodation will be made to enable employees with disabilities to perform the essential functions of their job, absent undue hardship for the employer.

Acknowledgement

I have carefully read and understand the contents of this job description. I understand the responsibilities, requirements and duties expected of me. I understand that this is not necessarily an exhaustive list of responsibilities, skills, duties, requirements, efforts or working conditions associated with the job. While this list is intended to be an accurate reflection of the current job, the Employer reserves the right to revise the functions and duties of the job or to request that additional or different tasks be performed as directed by the Employer. I understand that I may be required to work overtime, different shifts or hours outside the normally defined workday or workweek. I also understand that this job description does not constitute a contract of employment nor alter my status as an at-will employee. I have the right to terminate my employment at any time and for any reason, and the Employer has a similar right.

Employee Name: _____

Signature: _____ Date: _____

I have reviewed the job description with the employee.

Supervisor Name: _____

Signature: _____ Date: _____