

GULF COAST COMMUNITY FOUNDATION

Do you want a rewarding career that gives back to our community? Then, join the team at Gulf Coast Community Foundation, where our values of **Authenticity, Collaboration, Curiosity, Trailblazing, and Grit** drive our bold, proactive philanthropy. Together with our donors, we transform our region and envision thriving communities with opportunities for all.

We are seeking an **Executive Assistant to the President|CEO and Corporate Secretary**. This senior-level administrative professional supports the President|CEO while also serving as the corporate secretary for Gulf Coast Community Foundation, Inc. and its subsidiaries and serves as a critical liaison between the CEO, Board of Directors, Leadership Team, and various stakeholders. This full-time position has a salary range of \$70,000-\$90,000, plus a comprehensive benefits package.

To be successful in this role, you'll need a bachelor's degree or higher 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, knowledge of corporate governance principles, nonprofit board fiduciary responsibilities and board management, plus exceptional judgement, discretion, and confidentiality.

Excellent benefits: Enjoy a robust benefits package with generous employer contributions (up to 100% depending on the plan): medical, dental, vision, disability, life insurance, 401(k) with employer match, 200 hours of PTO, 12 paid holidays, and many more.

Exceptional Culture: You'll be empowered to deliver exceptional service while working in a dynamic environment. Our collaborative culture encourages accountability, trust, clarity, and alignment while fostering teamwork, innovation, and professional growth. Our employees are empowered to take measured risks and push confidently into the future together.

Status: Full-time, Exempt, Salaried

Salary Range: \$70,000-\$90,000 annually

To see the full job description and learn more about our benefits, visit GulfCoastCF.org/careers

To Apply: Send resume to: jointheteam@gulfcoastcf.org

Since 1995, Gulf Coast Community Foundation has powered bold philanthropy and collaborative leadership to drive meaningful change across our region. Guided by values of authenticity, curiosity, collaboration, grit, and a trailblazing spirit, we work side-by-side with donors, partners, and community members to tackle our region's biggest challenges and unlock its greatest opportunities. Together with our donors, we've invested more than \$625 million in health and human services, education, civic & economic development, arts & culture, and the environment. Headquartered in Venice, with a second office in downtown Sarasota, Gulf Coast is nationally recognized for excellence, earning multiple "Best Nonprofits to Work For" honors and accreditation from Community Foundations National Standards®. Learn more at GulfCoastCF.org and follow us on [Facebook](#), [Instagram](#), and [LinkedIn](#).