



## EXECUTIVE ASSISTANT

The William Davidson Foundation, a private family foundation, dedicated to advancing the economic, cultural, and civic vitality of Southeast Michigan, the State of Israel, and the Jewish community is now seeking nominations and applications for the position of **Executive Assistant to the Vice President & CFO**.

The William Davidson Foundation is helping to secure a bright future for the communities that have inspired our founder's family for generations. We imbue our work with a sense of possibility and believe deeply in the importance of building meaningful relationships across difference. Together with community leaders who share our sense of optimism and obligation related to Detroit, Israel, and the Jewish people, we make transformative investments and support catalytic initiatives that will deliver lasting value for future generations. The Foundation has assets of approximately \$1.5 billion and grants approximately \$60 million annually.

The Executive Assistant will provide confidential and high-level administrative support to the Vice President & CFO of the William Davidson Foundation. This role serves as an effective gatekeeper and project manager, while handling the daily office tasks necessary for the VP & CFO to be effective and efficient in leading staff while emphasizing a commitment to the mission of the Foundation. The Executive Assistant actively builds relationships crucial to the success of the Foundation and is a valuable contributor to the Foundation's administrative team.

This is a full-time position located in Troy, Michigan, with the expectation that the incumbent will reside in Southeast Michigan.

### PRINCIPAL RESPONSIBILITIES

Duties and responsibilities include, but are not limited to;

#### Executive Support

- Completes a broad variety of administrative tasks including: screening and returning phone calls and/or messages to constituents on the behalf of the Vice President & CFO, photocopying, mailing, sorting incoming mail correspondence, maintaining correspondence filing, and preparing draft correspondence, as needed (i.e., business replies, memos, thank you letters, etc.).
- Responsible for meticulous calendar management, including planning and scheduling internal/external meetings and teleconferences, prioritizes meeting requests, acts as a gatekeeper for Vice President & CFO's extremely busy schedule.
- Actively maintains Vice President & CFO's contact system, professional development certification calendar, and any additional professional projects as needed.
- Provides Vice President & CFO with appropriate preparation before meetings and check-ins, including creating agendas, providing reminders about content and action items, and tracking follow-up items.

- Actively maintains Vice President & CFO's email inbox and provides professional and timely correspondence.
- Coordinates meetings, including attendee management, meeting materials preparation, and any potential issue resolution.
- Prepares, completes, and submits all Concur expense reports, including maintenance of all purchase receipts and cash expenses, along with mileage reimbursement.
- Ensures timely and effective communication directly, and on behalf of the Vice President & CFO, to Foundation staff, and others, on matters related to Foundation's operational matters.

### **WDF Administrative Team**

- Actively strives to be an effective contributor within the WDF Administrative team.
- Actively participates in WDF Administrative team meetings to review calendars, internal meeting schedules, and upcoming events.
- Provides a detailed Meeting Support Form to Office Management for any internal meeting needs, if applicable.
- Provides support to EA teammates, including sharing scheduled coverage of holidays and PTO with Executive Administrative staff.

### **PROFESSIONAL EXPERIENCE & REQUIREMENTS**

*The ideal candidate will possess many of the following professional and personal abilities, attributes, and experiences:*

- Bachelor's degree strongly preferred, but not required with five to ten years of experience of supporting C-Level executives, preferably in a non-profit organization.
- Strong interest and passion for the Foundation's mission and honoring Mr. Davidson's memory.
- High levels of proficiency in Microsoft Office programs including Word, Excel, PowerPoint, and Outlook.
- Technologically savvy with an understanding of how to leverage systems and technology tools to be productive and effective. Must be Zoom proficient.
- Strong work ethic and must possess the highest level of service, response, and professionalism.
- Proven ability to handle confidential information with integrity, discretion, and confidentiality.
- Excellent multitasking, organizational, and time management skills with ability to prioritize tasks and execute projects, often with deadline pressures.
- Strong attention to detail and consistent accuracy when completing tasks.
- Strong verbal, written, and interpersonal communication skills.
- Demonstrated ability to prioritize conflicting demands, remain calm under pressure, and handle matters expeditiously, and proactively.
- Highly resourceful team-player, with the ability to also be extremely effective independently.
- Thrives in a team environment, effective at building and maintaining collaborative relationships, acting in alignment with organizational values, and positively contributes to the organizational culture.
- This role is in a professional office environment requiring regular in-office sedentary project work.

### **RELATIONSHIPS**

- Reports to and is accountable to the Vice President & CFO.
- Member of the Administrative Team and Operations team.
- Works collaboratively with all members of the Foundation's staff.



**HOW TO APPLY:**

Applications including a cover letter describing your interest and qualifications and your resume should be sent to: [jobs@williamdavidson.org](mailto:jobs@williamdavidson.org). No phone calls please.

More information about the William Davidson Foundation can be found at: <https://williamdavidson.org/>

*The William Davidson Foundation is an equal opportunity employer. Candidates of all diverse backgrounds are encouraged to apply.*