



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**.

The William Davidson Foundation is a private family foundation dedicated to 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.

Our culture reflects our founder's greatest strengths and traits. Like Mr. Davidson, we prize optimism and creativity as we carry out our work together. We also value relationship building and true partnership within our team and alongside our board, grantees, and community. But in short, we believe in working hard, collaborating closely, and maintaining a consistent mindset embodying curiosity, courage, and action.

POSITION OVERVIEW

The Executive Assistant provides comprehensive, administrative support with the highest level of professionalism, confidentiality, and discretion, for the Vice President & Chief Operating Officer (COO) and Board of Directors. This role is an effective gatekeeper and coordinator of a wide variety of important and sensitive administrative activities. The Executive Assistant actively builds relationships crucial to the success of the Foundation and is a valuable contributor to the Foundation's Operations Team. The Executive Assistant thrives in a team environment and positively contributes to the organizational culture.

This is a full-time position located in Bloomfield Hills, Michigan. The incumbent is expected to be in the office 5 days per week.

PRINCIPAL RESPONSIBILITIES

Duties and responsibilities include, but are not limited to;

Executive Support to Vice President & COO

- Meticulous calendar management, including planning and scheduling internal/external meetings and teleconferences, prioritizes meeting requests, acts as a gatekeeper for Vice President & COO's extremely busy schedule.
- Completes a broad variety of administrative tasks including screening and returning phone calls and/or messages, photocopying, mailing, sorting incoming mail correspondence, maintaining correspondence filing, and preparing draft correspondence, as needed.

- Actively maintains Vice President & COO's contact system, professional development certification calendar, and any additional professional projects as needed.
- Provides Vice President & COO with appropriate preparation before internal meetings and check-ins, including creating agendas, providing reminders about content and action items, and tracking follow-up items.
- Actively maintains Vice President & COO's email inbox and provides professional and timely correspondence.
- Coordinates external meetings, including attendee management, meeting materials preparation, and any potential issue resolution for the Vice President & COO.
- Prepares, completes, and submits all Concur expense reports, including maintenance of all purchase receipts and cash expenses, along with mileage reimbursement for the Vice President & COO.
- Ensures timely and effective communication directly, and on behalf of the Vice President & COO, to Foundation staff, and others, on matters related to Foundation's operational matters.
- Schedules, coordinates, and develops the Operations Team meeting agendas on the behalf of the Vice President & COO.
- Special projects as assigned by the Vice President & COO.

Executive Support to Board of Directors

- Interfaces with and provides general support to the Board of Directors ensuring discretion and confidentiality in relationships with all Directors, and their personal staff.
- Schedules annual board and committee meetings.
- Collects and distributes all board and committee meeting related materials, and other necessary documents.
- Schedules Foundation-related meetings for the Directors at the Foundation's offices.
- Assists Directors with coordinating all business travel arrangements, creates itineraries, and agendas; and compiles documents for travel-related meetings.
- Works with the Directors personal/family offices and other Foundation colleagues as necessary to ensure proper assistance and policy guidance related to hotel and flight reservations, rental vehicles or car service, expense report preparation and review, and other logistical and administrative details.

Administrative Team

- Actively participates in Administrative Team weekly meetings to review the Foundation's meeting calendars.
- Provides a detailed meeting support form to Office Management for internal meeting needs.
- Provides support and back-up to Executive Assistant teammates.

PROFESSIONAL EXPERIENCE & REQUIREMENTS

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

- Bachelor's degree is 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, and strong alignment with our organizational values.

- 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.
- Exceptional judgment and decision-making abilities, and ability to foresee potential problems and plan contingencies accordingly.
- 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 & COO.
- Works with the Foundation's Board of Directors and their personal/family offices.
- Member of the Operations Team.
- Works collaboratively with the Administrative Team and all members of the Foundation's staff.
- Works collaboratively with all Foundation's grantees, external vendors, and key stakeholders.

HOW TO APPLY:

Applications including a cover letter describing your interest and qualifications and your resume should be sent to: 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.