



Position: Executive Assistant (Full Time)

Reports to: CEO

Location: On site

Function: Provide high-level administrative, strategic, and operational support to the CEO, ensuring efficiency in leadership, stakeholder relations, office operations, and event coordination.

Key Responsibilities:

Executive Support:

- **Calendar & Scheduling:** Manage the CEO's complex calendar, prioritizing internal and external meetings, travel, and speaking engagements.
- **Correspondence Management:** Screen and prioritize emails, calls, and letters; draft responses when appropriate and ensure timely follow-ups.
- **Document Preparation:** Draft, edit, and proofread reports, presentations, board materials, sponsorship proposals, and official communications.
- **Confidentiality & Discretion:** Handle sensitive information related to donors, board members, and key stakeholders with the highest level of confidentiality.
- **Briefing & Research:** Prepare briefing materials and background information for meetings, presentations, and public appearances.
- **Board Support:** Assist in scheduling board meetings, preparing agendas, compiling board packets, and recording minutes.

Strategic & Stakeholder Relations:

- **Donor & Sponsor Engagement:** Support the CEO in managing relationships with donors, corporate partners, and sponsors by maintaining communications and tracking interactions.
 - **National & Regional Partnerships:** Coordinate with other Education Foundations, state coalitions, and national education networks to align on funding trends, advocacy efforts, and collaborative opportunities.
 - **Event & Public Engagement Support:** Assist in preparing the CEO for major events, including scripting remarks, coordinating logistics, and tracking key attendees.
 - **Board & Committee Coordination:** Manage board communications, track action items, and ensure governance best practices are upheld.
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Project & Task Management:

- **Foundation Initiative Oversight:** Support the CEO in implementing foundation-wide initiatives, ensuring deadlines and deliverables are met.
- **KPI & Impact Tracking:** Assist Foundation leadership in tracking key performance indicators required of the team related to fundraising, school engagement, and impact metrics.
- **Grant & Sponsorship Support:** Draft, edit, and track grant proposals, sponsorship agreements, and funding requests.

Office Management & Operations:

- **Operational Oversight:** Ensure the office operates smoothly by maintaining office supplies, equipment, and vendor contracts.
- **HR & Onboarding Support:** Assist in onboarding new employees, maintaining personnel records, and tracking employee engagement initiatives.
- **Technology & IT Coordination:** Work with IT vendors to ensure smooth digital operations, troubleshooting software and virtual meeting issues as needed.
- **Vendor & Facilities Management:** Oversee office leases, cleaning services, and maintenance, ensuring a professional work environment.

Financial & Budget Administration:

- **Expense Tracking:** Assist with tracking the CEO's expenses, processing invoices, and managing reimbursements.
- **Budget Coordination:** Support financial planning by monitoring operational costs and working with the finance team on budgeting needs.
- **Fundraising Support:** Track donor contributions, sponsorship commitments, and financial pledges.

Event & Special Project Support:

- **Signature Event Management:** Assist with preparing the CEO with planning and executing major foundation events, including:
 - **National & Regional Conferences:** Coordinate the CEO's participation in statewide and national education foundation meetings, ensuring preparation and follow-up.
 - **Recognition & Award Submissions:** Research and prepare submissions for CEO and Foundation awards, highlighting key achievements.
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Other Duties as Assigned:

- **Executive Efficiency Support:** Proactively identify ways to improve CEO productivity by streamlining processes and leveraging technology.
 - **Special Projects & Research:** Take on special projects as assigned, including research on education trends, funding opportunities, and community impact reports.
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Key Qualifications:

- **Experience:** Skills in and time spent in executive support or general office support role, preferably in nonprofit, education or philanthropy.
- **Organizational Skills:** Exceptional multitasking abilities with a keen attention to detail and the capacity to manage competing priorities.
- **Professionalism & Discretion:** High level of professionalism and discretion, especially in handling donor and board interactions.
- **Technical Proficiency:** Advanced proficiency in Microsoft Office, client relationship databases, and virtual meeting platforms (e.g., Zoom, Teams).
- **Event Planning & Stakeholder Management:** Proven ability to manage events and engage stakeholders effectively.

This position offers an opportunity to work closely with the CEO of the [Broward Education Foundation](#) and play a key role in the success of the organization's mission. The ideal candidate will be proactive, detail-oriented, and possess strong communication and interpersonal skills.

How to [Apply:](#) **Applications will be reviewed on a rolling basis until the position is filled.*

Interested candidates should [submit](#) a resume to: BEFinfo@BrowardSchools.com

Join us in making a meaningful impact on education in Broward County!