

EXECUTIVE ADMINISTRATOR

Position Information

Title: Executive Administrator

Supervisor: Chief Executive Officer

Department: Administration

Job Classification: Non-Exempt

Revised: April 2024

Position Summary

The Executive Administrator is responsible for a broad scope of administrative functions to support the foundation's executive leadership as well as business and operational activities. A primary area of responsibility is providing lead administrative support for the foundation's monthly board meetings to include the coordination and publication of pre-read materials and the production of detailed minutes. The responsibilities of this role often require independent work with a high level of attention to detail.

Position Duties

MONTHLY BOARD MEETING SUPPORT

- Coordinate, organize, and publish (web-based) pre-read materials for monthly board meetings
- Record meeting minutes and draft a detailed summary of actions and discussions
- Update and certify trust documents as required
- Prepare and manage documents requiring Trustee signatures and authorizations
- Distribute and summarize annual Trustee disclosure statements
- Provide technology support to Trustees as needed

ADMINISTRATIVE SUPPORT FOR FOUNDATION BUSINESS & OPERATIONS

- Provide administrative support to CEO
- Process and accurately file records and documents related to foundation business activities.
- Serve as administrative liaison between the foundation and health and worker's comp insurance carriers

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- Organize annual open enrollment and communicate updates regarding health insurance benefits
- Provide administrative support to bid and select property and liability insurance carriers; submit insurance claims as needed
- Update the foundation's employee handbook as needed
- Coordinate updates to the foundation's website and social media
- Produce and distribute annual tenant leases
- Complete reporting and filing for required permits
- Serve as alternate receptionist as needed
- Act as signatory on the foundation's operations bank account

OTHER ADMINISTRATIVE FUNCTIONS

- Plan and coordinate employee and Trustee special events
- Monitor and respond to incoming email inquiries from the foundation's website
- Maintain accountability of petty cash
- Provide notary services (training provided)
- Other duties as assigned

Position Qualifications

- Minimum high school diploma; college degree preferred
- Strong written and verbal communication; a writing sample will be completed and evaluated during the interview process
- Excellent organizational skills and keen attention to detail
- Experience with administrative, document management, and clerical procedures
- Proficient in Microsoft applications including Word, Excel, and Outlook
- Professional appearance
- Great attitude and willingness to support colleagues in a variety of tasks
- This position does require a satisfactory background check and credit history report

Please email resume' or any questions about the opportunity to Roger Adamson at roger@thegeorgefoundation.org.

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Physical Demands					
Lifting		Mobility			
	Not Applicable	✓	Standing		Kneeling
	10 lbs maximum	✓	Walking		Crouching
✓	25 lbs maximum	✓	Sitting		Crawling
	50 lbs maximum	✓	Stooping		Climbing
	100 lbs maximum	✓	Reaching		
Visual					
	Not Applicable				
✓	Extensive Reading (50% or more of work time spent reading.)				
✓	Extensive Computer usage (50% or more of work time viewing VGA monitor.)				
	Close or highly concentrated visual work.				
Audio					
	Not Applicable				
✓	Receive detailed information through verbal communication				
✓	In person				
✓	By telephone				
Personal Demands/Stress					
	Not Applicable		Repetitious Operations		
	Overtime		Evenings		Weekends
	Shift work	✓	Stress		
	Travel		days per month ____		

Work Environment: Office environment with moderate noise.