



Executive Assistant and Board Liaison

Location: Edwards, CO

Start date: ASAP

Employment Type: Full time, Year round

Pay Range: \$67,000 - \$77,000 DOE

Schedule: Monday - Friday 9am-5pm. Expected to work some special events during weekends and/or outside of regular working hours.

Applicants are encouraged to apply by Oct 24th, however the job will be posted until filled.

Why is EVCF a great place to work?

Great Compensation & Benefits: Enjoy subsidized medical, dental, and vision coverage options, along with up to a 3% retirement match, ensuring your well-being and financial security.

Learning & Development Opportunities: We believe that investing in training and development is the right thing to foster growth and possibilities for all employees.

Flexible Time Off and Holiday Schedule: Enjoy the benefits of flexible time off, along with a generous holiday schedule!

Rewarding work in a great work environment: At EVCF we care about our community and each other. We work towards helping employees be at their best, so we can successfully take care of our community members.

Our Culture

At Eagle Valley Community Foundation, we are deeply committed to fostering an inclusive, empowering, and compassionate work environment that reflects the diversity of the communities we serve. We believe in the strength of collective voices, recognizing the unique experiences, perspectives, and needs of our community. At the heart of our foundation is a dedication to creating a future where all individuals, regardless of their background, can thrive. By cultivating an environment of respect, trust, and shared purpose, Eagle Valley Community Foundation is more than just a place to work—it's a community dedicated to making a difference, together.

Position Summary

The Executive Assistant and Board Liaison provide comprehensive administrative support with the highest level of professionalism, confidentiality, and discretion, for the Executive Director and Board of Directors. This position performs a wide variety of important, complex, and sensitive administrative assignments that support the management team in

executing the governance and operations of Eagle Valley Community Foundation (EVCF). The Executive Assistant/ Board Liaison reports directly to the Executive Director.

This individual must possess exceptional organizational skills, excellent interpersonal skills, independent decision-making skills, a very professional demeanor, and proficient in the use of the latest technology.

Essential Duties and Responsibilities

- Handles administrative responsibilities for the Executive Director including but not limited to scheduling and coordinating meetings, receiving visitors, answering phone calls, and other general administrative functions.
- Calendars and coordinates all meetings and keeps the Executive Director informed of any changes.
- Produce agendas, and prepare and review documents, where applicable.
- Builds and maintains strong working relationships with the Executive Director, Executive Committee of the Board, and other EVCF employees.
- Manages Executive Director's expenses including organizing receipts and submitting for reimbursement.
- Coordinates travel, including but not limited to conferences, meetings, and special events.
- Screen and prioritize emails, phone calls, and meeting requests, ensuring appropriate actions are taken.
- Prepare high-level reports, presentations, and other documents, ensuring they are polished and accurate.
- Track, prioritize, and follow up on key projects, action items, and initiatives on behalf of the Executive Director.
- Serve as a liaison with internal departments, ensuring effective communication across the organization.
- Interfaces with and provides general support to the Board of Directors.
- Coordinate and manage all aspects of the Board of Directors' meetings, including scheduling, agenda creation, distribution of meeting materials, and follow-up on action items.
- Creates and maintains the Board of Directors and Board committees' annual calendars.
- Distributes all Board and Board committee meeting reminders, agendas, reports, special mailings and other necessary documents that ensure effective communication.
- Prepares Board binders and organizes logistics for an annual retreat.
- Serve as the point of contact for all Board members, addressing queries and facilitating communication between Board members and the executive team.
- Assist with onboarding new Board members, providing relevant materials, resources, and orientation.
- Assist the Executive Director and Board in preparing governance documents, such as policies, reports, resolutions, and presentations.
- Other duties as assigned.

Qualifications

Knowledge, Skills and Abilities

- Excellent organizational skills with the ability to manage multiple tasks and priorities in a fast-paced environment.
- Strong attention to detail and commitment to producing high-quality work.
- Advanced proficiency in Microsoft Office Suite (Word, Excel, PowerPoint) and experience with virtual meeting platforms (Zoom, Teams).
- Exceptional written and verbal communication skills.
- Ability to handle confidential information with integrity and professionalism.
- Strong interpersonal skills, with the ability to build and maintain relationships across various levels of the organization and with external stakeholders.
- Problem-Solving: Ability to proactively identify and resolve issues.
- Time Management: Skilled in managing priorities and deadlines under tight time constraints.
- Collaboration: A team player with a variety of personalities and leadership styles who works effectively.

- Adaptability: Able to adjust to changing demands and manage shifting priorities.
- Ability to prioritize, work efficiently, and meet deadlines.
- Must be willing and available to work evenings and weekends according to event-related scheduling.
- Technologically savvy

Education and Experience

- Bachelor's degree, preferred.
- Three (3)+ years of experience in a high-level administrative or executive assistant capacity, preferred.
- Experience working with a Board of Directors/Governing Board, preferred.

Benefits

Comprehensive medical, dental and vision plans

Flexible Time Off (FTO) and sick time

Retirement Plan with 3% match

Paid Medical Leave

Professional development opportunities

Flexible work arrangements

13 paid holidays

How to Apply:

Interested candidates should submit a cover letter and resume to Virginia Lecea at virginia@eaglevalleycf.org.

Diversity, Equity and Inclusion

Eagle Valley Community Foundations is an Equal Opportunity Employer. At our organization we embrace diversity, respect, and inclusion. We do not discriminate with regard to age, race, color, religion, sex, sexual orientation, gender identity or expression, genetics, national origin, disability, veteran status or any other legally protected status. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions of this position.

