



## Manager, Executive Office

### POSITION SUMMARY

The Manager, Executive Office supports the strategic priorities of the Council on Foundation's Executive Office. The Manager independently leads special projects and supports executive communications to both internal and external stakeholders. This position works closely with the Chief of Staff.

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed within are a representative of the knowledge, skills, minimum education, training, licensure, experience, and/or ability required.

### PRIMARY JOB DUTIES AND RESPONSIBILITIES

- Manage a variety of executive office projects in coordination with both internal stakeholders and external members and partners.
- Support communications originating from the Executive Office, including developing initial drafts of speeches, talking points, emails, blogs and op-eds/articles on behalf of the President & CEO.
- Contribute to the development of Board meeting materials and provide staff support for board and committee meetings.
- Work with the Chief of Staff and Associate, Executive Office, to manage the development of the Executive Office's annual team work plan and budget.
- Support the Chief of Staff to initial conduct research and development of new programming and design and deliver new programming related to the Executive Office as needed.
- Contribute to overarching organization goals by participating in cross-functional working groups.

### QUALIFICATIONS

- Bachelor's degree
- 5-7 years' experience in nonprofit management

### GENERAL SKILLS AND COMPETENCIES

- Experience in philanthropy and/or nonprofit sector preferred.
- Strong written and verbal communication skills.
- Strong attention to detail and accuracy.
- An independent thinker who can bring the maturity, discretion, initiative, creativity, energy, discipline and commitment needed to support an Executive Office.



- Excellent customer service skills to include active listening, empathy, problem-solving and communication.
- Ability to identify and solve problems efficiently and quickly.
- Ability to manage many and/or differing tasks, maintain productivity, and successfully meet deadlines.
- Ability to work independently and as part of a diverse team.
- Ability to work effectively and positively with a range of individuals and working styles, and with people at all organization levels including staff, board members, foundation officers, donors, and vendors.
- Database management or data entry experience, preferably Salesforce.
- Expense and travel application experience, preferably Expensify.
- Proficient in Microsoft Office 365 applications.

### SALARY AND BENEFITS

The salary hiring range for this position is \$72,000 - \$78,000 and is commensurate with experience. We have a generous benefits package, including health, dental, vision, life, and disability insurance and a 403(b) plan with a 7% employer contribution. There are 13 paid holidays and 2 floating holidays per year, 20 vacation days per year, paid time off the week between December 25th and January 1st, and 10 sick days per year.

**The Council on Foundations is an Equal Opportunity Employer – people of color, people with disabilities, women and LGBTQ candidates are strongly encouraged to apply. We are committed to a diverse workplace, and to supporting our staff with ongoing career development opportunities.**

### TO APPLY

Send a resume and thoughtful cover letter to [liz@chisholmconsultingllc.com](mailto:liz@chisholmconsultingllc.com) with the subject line “Manager, Executive Office at Council on Foundations”.