

**The Tow Foundation, Inc.**

New Canaan, CT

[www.towfoundation.org](http://www.towfoundation.org)

**Position Title:** Executive Assistant to the President

**Reports to:** President

**Salary:** \$80,000 - 90,000, plus benefits

**Who We Are**

Established in 1988, The Tow Foundation is a family foundation committed to promoting justice, wellness and access to opportunities so that individuals and communities can thrive. Grounded in our work in Connecticut and New York, we support visionary leaders and nonprofit organizations that serve historically marginalized populations, help individuals contribute to their communities and champion advancements and experiences that make it possible for all people to live a healthy and joyous life. In all that we do, we are guided by our core values of collaboration, transformation, innovation and entrepreneurship. To accomplish our goals, we invest in innovative programs and reform in the areas of culture, higher education, journalism, justice and community wellness, and medicine.

If you, like us, are motivated by a desire to make a positive impact, then come join our growing team.

**Position Description:**

The Executive Assistant reports to and supports the Foundation's President by providing exceptional administrative, project management and logistical support to ensure the Foundation's business and decision-making are effective and efficient. This position is a vital member of the executive team and also serves as the liaison to the Board of Directors.

This is a dynamic position within an entrepreneurial organization. Strong candidates must have a proven track record of leadership, confidentiality and self-direction. They must also have a talent for finding innovative solutions, be passionate about collaborative problem solving, and a commitment to continuous learning. This is an ideal role for a candidate interested in contributing to the mission of a family foundation focused on high-impact philanthropy.

**Key Responsibilities:**Executive Support (80%)

- Manage the President's scheduling requests, keep calendars updated with complete and accurate information on daily meetings, appointments and travel arrangements, including complex and detailed travel plans, itineraries and agendas.
- Work closely with the President on priorities and deadlines to make appropriate and informed decisions about the President's ideal schedule.
- Keep the President advised of time-sensitive and priority issues, ensuring appropriate follow-up
- Serve as the primary point of contact and liaison with the President's external boards and committees
- Manage relationships of the President with key partners and contacts

- Accurately maintain and update President's data and records across information systems ensuring accessibility across various platforms and devices
- Evaluate and prioritize the President's emails and respond when necessary
- Plan and prepare logistics for meetings, including materials and presentations
- Maintain and track business expenses and submit monthly expense reports for the President and Board of Directors
- Other duties as assigned by the President

#### Board of Directors Support (20%):

- Act as the primary point of contact and provide support to the Foundation's Board of Directors
- Manage logistics for the Foundation Board of Directors quarterly meetings and activities, Board Committees, including scheduling meetings, preparing and delivering meeting materials, and coordinating Director's travel arrangements
- Plan and support special events and site visits
- Support the Board of Director's discretionary grantmaking requests
- Serve as the system administrator for the Foundation's board portal and ensure files, permissions and reports are regularly up to date

#### **Qualifications:**

##### Required Skills/Abilities

- Strong attention to detail and outstanding organizational and project management skills
- Ability to meet concurrent deadlines and prioritize appropriately while providing high-quality support
- Excellent interpersonal, verbal, written and analytical skills
- Ability to handle confidential and time sensitive information
- Ability to adapt to a dynamic and rapidly changing work environment
- Aptitude to quickly learn and apply new technology

##### Experience

- Minimum of five years of executive support experience (VP/EVP/C-level)
- Highly proficient in Zoom, Slack and all Microsoft Office applications, understanding of MacOS, iOS mobile technology and business apps
- Familiarity with databases, password management systems, project management systems and collaboration apps such as SharePoint, Salesforce, Asana and board portals
- Experience with planning in-person, hybrid and virtual meetings

##### Education

- Associate's degree, Bachelor's degree is a plus

##### Physical Requirements

- Prolonged periods sitting at a desk and working on a computer
- Must be able to lift up to 15 pounds at times
- Must be comfortable attending indoor and outdoor site visits and activities as needed

### Other Requirements

- A valid driver's license is preferred
- Ability to travel up to 10% of the time within the states of Connecticut and New York

### **In Person Work Expectations**

This position requires working in-person a minimum of two days per week at the Foundation's offices in New Canaan, CT. Attendance at additional external in-person Foundation events or meetings may occur throughout the week.

### **COVID-19 Vaccination**

Employees must be fully vaccinated for COVID-19 in accordance with CDC guidelines (original dose plus two boosters) unless a legally required accommodation is requested and granted.

### **Details and How to Apply**

More information about The Tow Foundation may be found at: [www.towfoundation.org](http://www.towfoundation.org).

This search is being led by Florence Navarro and Charbel Hantouche of [Kichocheo](#). Due to the pace of this search, candidates are encouraged to apply as soon as possible. Interested candidates should complete this application, which includes submission of a resume and responding to two Screening Questions via Kichocheo's candidate portal using [this link](#).

We are reviewing applications on a rolling basis and the deadline to apply is **August 25, 2023**. The ideal start date for this position is **October 2, 2023**.

*The Tow Foundation is an Equal Opportunity Employer and no person shall be discriminated against on the basis of race, creed, color, religion, national origin, sex, sexual orientation, gender identity or expression, marital status, age, veteran status, physical/mental disability, or any other characteristic protected by federal, state or local laws. We also consider qualified applicants regardless of criminal histories, consistent with legal requirements.*