



## ABFE Executive Assistant to the President

After 5 years of growth, ABFE and its programs have reached a maturity that requires new investments in professional staff. ABFE's President & CEO is a valued voice advocating for effective and responsive philanthropy in Black communities. Her responsibilities include leading the ABFE organization, identifying its mission and priorities, and satisfying the mandate given ABFE by its Board. Her work requires extensive travel throughout the country, meeting with key stakeholders acting in concert with ABFE's mission.

Reporting directly to the ABFE President & CEO, the Executive Assistant to the President provides executive support in a one-on-one working relationship. The Executive Assistant conserves the President's time and represents the president internally and externally, becoming a liaison between the President, key relationships, and ABFE staff.

Reports To:	ABFE President & CEO
Employment Status:	Exempt Employee, Part-Time Position
Supervises:	—
Key Outside Relationships:	ABFE Board
Salary Range:	\$25,000 - 35,000
Region:	Preference Washington, D.C. and New York (will consider virtual location)

### Duties and Responsibilities:

- Arranges the President/CEO's travel and meetings by developing itineraries and agendas, booking other transportation, arranging lodging and meeting accommodations;
- Represents the President by reviewing correspondence, answering inquiries and meeting requests directed to the President;
- Completes projects and special assignments as assigned by the President;
- Updates job knowledge by reading professional publications pertinent to ABFE's mission and activities, sharing important information with appropriate ABFE Departments;
- Handles logistics of full Board and Board committee meetings and preparation of Board books. Acts as secretary in taking notes at Board meetings and prepares Board minutes;
- Strong organizational skills that reflect ability to perform and prioritize multiple tasks seamlessly with excellent attention to detail;
- Very strong interpersonal skills and the ability to build relationships with stakeholders, including staff, board members, external partners and donors; and
- Demonstrated proactive approaches to problem solving with strong decision-making capability.

### Education and Experience Requirements:

Personal qualities of integrity, credibility, and a commitment to and passion for ABFE's mission.

- BA degree or equivalent required;
- 5+ years experience in a senior-level management position (i.e., second or third level supervision) with responsibility over multidisciplinary functions;



- An in-depth understanding of the activities, priorities and decision-making processes employed by a range of philanthropic entities;
- Demonstrated public speaking and writing skills in order to make presentations to internal and external audiences of varied backgrounds and disciplines; and
- Demonstrated experience working in a highly collaborative environment where teamwork, collegiality and self-motivation were necessary for success.

Interested parties should email a letter of interest and resume to ABFE at [hire@abfe.org](mailto:hire@abfe.org). You can learn more about ABFE at [www.abfe.org](http://www.abfe.org).