

EXECUTIVE ASSISTANT TO CEO



POSITION DESCRIPTION:

OneOC is proud to partner with IPSF in the recruitment of the Executive Assistant position.

Each Child in Every School

At Irvine Public Schools Foundation, we believe that every student deserves an educational experience complete with access to music, arts, and science programs, both during the school day and outside of the classroom. With community support and investment, together we can provide opportunities for our children that will help foster the next generation of thinkers, innovators, and creators.

For more than 25 years, we have served the Orange County community and have consistently ranked among the nation's leading education foundations. Located in Irvine, CA, our mission is to enrich the educational experience of each child in every school by providing programs, raising funds, and uniting the community in support of educational excellence.

The Opportunity

Irvine Public Schools Foundation (IPSF), an education non-profit headquartered in Irvine, CA, currently has an immediate opening for an **Executive Assistant** to join our team. The successful candidate is a strong multitasker with a high attention to detail who provides high-level administrative support to the President and Chief Executive Officer (CEO) and to the Executive Vice President (EVP). In addition to serving as liaison to Board of Trustees and key stakeholder groups, the EA performs a wide variety of executive administrative duties as required by daily operations to ensure the efficient running of the IPSF office. In addition, the EA is also responsible for supporting donor relations outreach on behalf of CEO and EVP, along with assisting in the coordination of IPSF special events, projects, and programs.

RESPONSIBILITIES:

- **Provides administrative support to the CEO and EVP.**
 - Manages and maintains executive contacts and calendar, coordinates executive activities, schedules, and travel arrangements.
 - Handles daily administrative tasks including screening calls, processing mail, and handling incoming and outgoing electronic communications, and filing and retrieving corporate documents.
 - Prepares presentation materials needed for meetings; take meeting minutes and disseminate information as directed.
 - Follows through on issues in a timely manner and handle confidential information appropriately.



- **Provides support with IPSF special events, donor relations, and programs planning and execution.**
 - Serves as the liaison with major donors and contacts as directed by CEO, EVP, and Director of Development.
 - Supports with documenting and tracking donor relations activity and correspondence in donor CRM database (Raiser's Edge NXT).
 - Prepares data and information for board members, committees, and key stakeholders to distribute as directed.
- **Provides general administrative support to ensure efficient running of IPSF office.**
 - Manages office operations including vendor relations, equipment, and supplies, and scheduling appropriate office staffing levels.
 - Meets all requirements for confidentiality and for management of program, finance, and personnel information including distribution controls, secure filing and disposal, and records and retention storage.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Must be well-organized and have the ability to manage multiple and competing tasks and deadlines.
- Uses critical thinking skills to create documents and spreadsheets and interpret information furnished in written, oral, diagram, or schedule form.
- Excellent verbal and written communication skills to formulate appropriate responses to requests for services and information from internal and external constituents.

EDUCATION AND EXPERIENCE:

- Bachelor's degree required.
- Minimum of three (3) years of experience providing administrative support at an executive level required.
- Experience in event planning, and donor/board relations highly preferred.

COMPENSATION:

This is a full-time, exempt position with annual salary compensation ranging from \$63,000 - \$80,000 commensurate with experience. Typical hours would be Monday through Friday, 8:30 a.m. to 5:00 p.m. with occasional attendance at evening and weekend events required.

TO APPLY:

If you are interested in being considered for this position, please forward your cover letter and resume to sbrooks@oneoc.org. Any resumes sent, or telephone calls made to IPSF will be redirected to OneOC.

IPSF is an equal opportunity employer and does not discriminate against otherwise qualified applicants on the basis of race, color, creed, religion, sexual orientation, ancestry, age, sex, marital status, national origin, disability or handicap, or veteran status, or any other characteristic prohibited by law.

