



Community Foundation of Acadiana (CFA) is the trusted philanthropic leader and resource for donors and philanthropists, nonprofits, and community leaders in our region. The Foundation believes philanthropy is a catalyst for enhancing the quality of life in our communities - immediately and in perpetuity. Headquartered in Lafayette, Louisiana, CFA's geographic focus includes the parishes of Acadia, Evangeline, Iberia, Lafayette, St. Landry, St. Mary, St. Martin, and Vermilion.

---

## **Executive Assistant**

### **Organization: Community Foundation of Acadiana**

Reports to: President & CEO

FLSA Status: Exempt

Prepared date: March 2024

The Executive Assistant (EA) will assist the President & CEO in implementing the strategic goals of the Foundation and providing overall administrative and clerical support day to day. The EA serves as a strategic partner to the President & CEO, managing their schedule, supporting the activities of the Board and various committees, and facilitating the open and efficient flow of information with and from the Executive office.

The Executive Assistant must possess excellent written and verbal communication skills, a demonstrated ability to deal with highly confidential information, and a passion for advancing the Foundation's mission and strategic goals. The ideal candidate is a detail-oriented self-starter and a team player who is committed to cultivating productive working relationships with the CFA staff, board leadership, partners, and stakeholders across the region.

## **RESPONSIBILITIES**

### **Direct Support to the CEO**

- Strategically manage the President & CEO's time, prioritizing demands on their calendar and delegating requests to other members of the team as appropriate.
- Schedule and attend all CFA Board, Executive Committee, and standing committee meetings.
- Generate and manage CFA's annual calendar and ensure dissemination of information to necessary stakeholders and partners.
- Schedule and support Parish Affiliate Advisory Board meetings and activities.
- Prepare the President & CEO for meetings by ensuring they have all the information necessary to be productive and engaged; follow up on related items as necessary.
- Draft memos, reports, internal and external communications on behalf of the President & CEO, performing research, gathering data, and analysis as necessary.
- As assigned, disseminate information and communicate ideas on behalf of the President & CEO.
- Partner with the President & CEO to manage the relationship and communication with the Board of Directors, including drafting memos and documents on behalf of the President & CEO for board review. Work alongside the President & CEO and staff team to manage board committees, support



board recruitment, onboarding, engagement, meeting logistics and follow-up. Assist with maintaining board records, governing documents, and policies.

- Partner with the President & CEO and the staff team to plan and facilitate staff and board gatherings and trainings.

### **Infrastructure Support**

- Manage the front desk by welcoming and supporting donors and guests as needed.
- Schedule and manage the use of CFA meeting rooms by providing clear guidance, expectations, IT/tech support, and overseeing the overall client experience for users.
- Oversee all logistics related to mail and deliveries.
- Track and stock office, meeting, and kitchen supplies.
- Answer incoming calls and inquiries and direct to appropriate staff member.
- Support the Foundation in developing and maintaining accurate donor and other stakeholder information management systems to ensure accuracy and integrity.

### **Experience, Qualifications, & Attributes**

- 3+ years or equivalent demonstrated executive level administrative support, operations, and/or project management
- Bachelor's or Associate degree preferred
- Working knowledge of, or willingness to learn about, community foundations and charitable giving options and strategies
- Experience working with the general public and professionals is a plus
- Advanced knowledge of Office 365, Customer Relationship Management (CRM) databases, video conferencing software, etc.
- Excellent time management skills with a proven ability to meet deadlines
- Strong attention to detail and ability to multitask in a complex organization
- Demonstrated history of working cooperatively in a team environment
- Performs other related duties as assigned

To apply, email a resume and cover letter to Todd McCormick at [tmccormick@cfacadiana.org](mailto:tmccormick@cfacadiana.org).