

Job Title

Executive Assistant to President

About El-Hibri Foundation

At the El-Hibri Foundation (EHF), we recognize that the broader social fabric is made stronger when the distinct communities that make up America are healthy, growing, and active contributors to our collective future. The Foundation was inspired by the philanthropy of the late Ibrahim El-Hibri, his wife Elisabeth, and their family. We believe that inclusion and collaboration are fundamental to a flourishing society. EHF works to tap into these values, so collectively we can work together to create a thriving world where everyone can achieve the American Dream.

How are we working to make these dreams realities? In our current time, the American Muslim community is facing increasing challenges that question its place in, or seek to exclude it from our national fabric. Additionally, many of the nonprofit organizations that are working to create vibrant, socially integrated communities that include American Muslims have few resources and are underdeveloped. The El-Hibri Foundation is a philanthropic organization that empowers and equips American Muslim leaders and their allies to build these thriving, inclusive communities. To this end, EHF makes grants and implements innovative programs that provide resources and skills, forge collaborative relationships, and increase inclusion of and within American Muslim communities.

Our Theory of Change

The El-Hibri Foundation (EHF) believes that if American Muslim and Ally leaders have the capacity, resources, and collaborative relationships necessary for community building, then they can become more effective in advancing inclusion in America.

- EHF advances inclusion of and within American Muslim communities by investing financial, physical and relational resources in individuals and organizations who share our vision of a world in which all individuals, regardless of race, religion, theology, political party, or gender, have an opportunity to thrive.
- EHF builds capacity through innovative programs that ensure current and future leaders have the skills and tools necessary to successfully launch and manage their organizations.
- EHF organizes communities by bringing people of diverse backgrounds to the table to forge new partnerships and by investing in individuals and organizations that share our belief that stronger communities are built with cooperation and collaboration.

Role Description

As an **Executive Assistant**, you will be at the heart of El-Hibri Foundation's operations and activities and serve as the catalyst that keeps the Foundation moving forward. You are close to leadership, see the inner workings of leadership decision making and anticipate the needs of the Foundation President to keep him focused on the work that matters. You will be tasked with supporting and leading a variety of simultaneous projects, which requires effective communication with all levels of the organization. Additionally, as an Executive Assistant you will support leadership in various projects and broader external engagements.

The position offers extensive opportunities for growth and skill development in the areas of staff, nonprofit, program management and project management.

Responsibilities

- Assist in supporting and gathering information for departments, programs, events and board reporting
- Maintain annual plan, executive calendars and arrange travel
- Handle meeting arrangements, minutes, followup and logistics of building and events
- Identifies and abstracts pertinent information from publications, correspondence and reports
- Prepares a variety of documents utilizing various software packages and maintains departmental records
- Supports / leads on and handles special projects
- Support President's communication and correspondence needs
- Support Foundation staff across various administrative areas
- Serve as the main point of contact for Foundation guests and visitors

Minimum Qualifications

- Four years professional experience required
- Experience as executive assistant or project manager
- Excellent organizational and administrative management skills
- Exemplary verbal and written communication skills
- Flexibility in working around President's schedule
- Comfortable managing expenses
- Ability to simultaneously manage multiple workstreams

Preferred Qualifications

- Master's degree
- Familiarity with Washington DC
- Broad knowledge of foundation and philanthropic practices and procedures
- Understanding of the American Muslim community

Benefits

- On-site studio apartment accommodations available in Washington DC's Historic Dupont Circle area
- 10 days of paid holiday leave annually
- Three weeks paid vacation annually, increasing by 2.5 days per year to a maximum of twenty-one (21) days in the third year and beyond.
- Commuter Benefits to use public transportation
- Personal cell phone reimbursement
- Platinum-level group medical and dental insurance
- Retirement savings account with 100% matching up to 3%
- Employee term life insurance
- Employee assistance program to help maintain balance between work and home life
- Salary is based on experience and on the Foundation's commitment to internal equity.