



Position Description for Executive Assistant to the President

Reports to: President

FLSA Classification: Exempt

Organizational Overview:

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.

Position Overview:

The El-Hibri Foundation (EHF) is seeking an Executive Assistant to the President. This position presents the candidate with the opportunity to engage with the President on a variety of Foundation activities. In addition to the benefits listed below, the Executive Assistant will gain tremendous insight into the nonprofit and philanthropic world and have the ability to make contact with a multitude of national change makers. The position offers extensive opportunities for growth and skill development in the areas of staff, nonprofit, and program and project management. It is the Foundation's hope that the candidate will bring energy, creativity, and excellent management and caretaking skills and will make this position his or her own. He or she will – far beyond simply seeking to satisfy the following requirements – endeavor always to expand the potential impact of the Foundation and its grantees by the President. The ideal candidate will be able to perform a variety of tasks with professionalism, compassion and a sense of humor.

Required Qualifications:

- Four to five 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;
- Ability to schedule around challenging calendars;
- Ability to take notes thoroughly;
- Highly proficient with Windows and MS Office Suite Applications (Outlook, Word, Excel, PowerPoint, & Access);
- Proficient with Mac/iOS;
- Comfortable managing expenses; and
- A demonstrated ability to multi-task under pressure.

Preferred Qualifications:

- Familiarity with Washington DC is strongly preferred;
- Understanding of working with the nonprofit sector;
- Understanding of the American Muslim community a plus;
- Master's degree preferred but not required;
- Candidates with commensurate experience are encouraged to apply.

Responsibilities:

Executive Administrative Support (60% of time) - Provides administrative support to President to increase productivity

- Manage the President's calendar, and arrange and setup for meetings;
- Assist in managing all correspondence and filing systems for President;
- Assist with drafting communication, agendas, minutes and summarizing constituent meetings;
- Assist in documenting meetings in Salesforce system;
- Provide support on hospitality-related activities;
- Manage travel and grantee meetings for President;
- Assist in expense report preparation and reconciliation; and
- Accept and follow up on other duties as assigned.

Foundation Administrative Support (20% of time)

- Assist with the logistics of building projects and special events;
- Assist in supporting the EHF internship program
- Schedule Foundation-wide meetings and manage setup for meetings;
- Receive and review all incoming emails to general mailboxes (as assigned) daily and evaluate which ones need an immediate response;
- Meet, greet and escort visitors at front and back doors, as required;
- Assist other Foundation staff with administrative support, as requested;
- Assist with mailings including managing printing, and postage, when required;
- Assist with administrative purchasing runs;
- Provide a positive, professional and grantee-centric environment; and
- Accept and follow up on other duties as assigned.

Board Meeting Support (10% of time) – Assist in the preparations of meeting materials and wrap-up

- Assist in documenting strategic planning sessions;
- Create visual aids/charts to assist in project mapping;
- Assist in keeping track of organizational metrics and dashboards;
- Assist in organizing board meetings and retreats;
- Provide assistance on research related to ongoing projects;
- Assist in the preparation and distribution of follow-up documents at the conclusion of meetings.

Event Related Support (10% of time) - Provide administrative support for foundation-related event hosting

- Assist with both EHF and third-party events and campaigns;
- Run errands and make purchases to support events; and
- Be flexible to support evening and weekend events.

HOW TO APPLY:

- Apply online by clicking [here](#).
- Please provide us with your essential information (resume, desired compensation, and other supporting documents) and answer questions detailed in the form.

Available Employee Benefits:

- Ten (10) paid holidays as designated by EHF each year.
- Sixteen (16) days of bundled paid leave (includes one Diversity Day) per year, increasing by 2.5 days per year to a maximum of twenty-one (21) days in the third year and beyond.
- Platinum-Level Group Medical and Dental Insurance, 88% of insurance premium for employee for the “reference” plan paid by the Foundation, 50% of “reference” plan premiums paid for dependents.
- Employee term life insurance
- Long-term and short-term disability insurance, generally at 60% of compensation.
- Simple IRA retirement plan, with 3% match.
- Commuter Benefits to use public transportation, up to \$65 per month.
- Personal cell phone reimbursement up to a monthly cap - \$50 for this position.

Other Information:

This job description in no way states or implies that these are the only duties to be performed by the employee incumbent in this position. The employee will be required to follow any other job-related instructions and to perform any other job-related duties as requested by any person authorized to give instructions or assignments.

A review of this position has excluded the marginal functions of the position that are incidental to the performance of fundamental job duties. All duties and responsibilities listed above are essential job functions and requirements and are subject to possible modification to reasonably accommodate individuals with disabilities. To perform this job successfully, the incumbent will possess the skills, aptitudes, and abilities to perform each duty proficiently. The requirements listed in this document are the minimum levels of knowledge, skills, or abilities.