ABOUT THE FOUNDATION
The Irene E. & George A. Davis Foundation is a private family foundation located in and dedicated to serving Hampden County in Massachusetts. Established over 50 years ago, the Davis Foundation supports a variety of local initiatives and nonprofit organizations seeking to improve the quality of life for residents. The Foundation recently completed a four-year strategic plan that will guide a portion of our investments in the domains of early education (birth to 5), early literacy, innovation in education (K-12), and economic mobility. The Foundation serves as a funder, catalyst, convener, and advocate for the region with a commitment to having impact in partnership with our grantees. The Foundation prides ourselves on innovation, excellence, and maintaining strong relationships with our grantee partners. We are seeking a highly skilled and motivated Executive Administrator to support our team and contribute to the continued success of our organization.

ROLE AND RESPONSIBILITIES
Job Title: Executive Administrator

Job Overview:
The Executive Administrator will play a crucial role in supporting our executive team in day-to-day operations and strategic initiatives. This role requires exceptional organizational skills, attention to detail, and the ability to work effectively in a fast-paced and challenging environment. The successful candidate will be a proactive problem solver, a strong communicator, and possess the ability to maintain confidentiality while handling sensitive information. The candidate will support the Davis Foundation’s vision, mission, and values.

Responsibilities:

1. Calendar Management: Effectively manage the Executive Directors schedules, coordinate appointments, meetings, and events, ensuring optimal time allocation and prioritization. Support the Director of Early Literacy Initiatives in scheduling and planning convenings and meetings with key stakeholders.

2. Travel Coordination: Arrange complex travel itineraries, including flight bookings, accommodation, ground transportation.

3. Communication and Correspondence: Handle incoming and outgoing communications, emails, and phone calls on behalf of the executives, responding promptly and professionally as appropriate.

4. Meeting Support: Prepare meeting materials, agendas, and presentations, as well as take detailed meeting minutes and follow up on action items.

5. Project Support: Assist in various projects and initiatives, working closely with other teams and stakeholders to ensure seamless execution. Serve as internal liaison and resource including responding to Board requests for information, providing regular communications and updates, and supporting the Grants Manager in preparation for board meetings, board votes and updates.
6. Information Management: Organize and maintain electronic and paper files, databases, and records, ensuring easy accessibility and confidentiality.

7. Relationship Management: Build and maintain positive relationships with internal and external stakeholders, representing the executives in a professional and courteous manner.

8. Expense Management: Track and reconcile expenses for the executives, ensuring adherence to company policies and guidelines.

9. Research and Analysis: Conduct research and gather information on relevant topics, preparing reports and summaries as needed.

10. Event Coordination: Assist in organizing company events, conferences, and board meetings, managing logistics and providing on-site support.

11. Office Management: Oversee the day-to-day operations of the Foundation’s executive office, ensuring it runs smoothly and efficiently.

Qualifications:

- Bachelor’s degree in Business Administration, Management, or a related field preferred.
- Proven experience as an Executive Assistant or similar role, supporting C-level executives.
- Exceptional organizational skills and ability to prioritize multiple tasks efficiently.
- Excellent verbal and written communication skills, with a high level of professionalism.
- Proficiency in MS Office Suite and other relevant software applications.
- Strong problem-solving skills and the ability to anticipate the needs of executives.
- High level of confidentiality and discretion when handling sensitive information.
- Ability to work independently and collaboratively in a team-oriented environment.
- Flexibility and adaptability to work in a fast-paced and ever-changing environment.

The Executive Administrator will have the opportunity to work closely with the team and contribute significantly to the impact and success of the Foundation. If you are a motivated and detail-oriented professional with a passion for excellence, we encourage you to apply and become a part of our dynamic team.

Applicants can apply directly to Paul Belsito, Executive Director at pbelsito@davisfdn.org