

Powell Foundation

Executive Assistant & Board Liaison

Supporting public education, arts, conservation and human services in Harris, Travis and Walker Counties since 1967

ABOUT THE FOUNDATION

The [Powell Foundation](#) is a private, family foundation that strives to be a catalyst for impactful initiatives that enhance the quality of life in the communities it serves. The Foundation prioritizes funding organizations that serve residents in Harris, Travis, and Walker Counties, principally in the fields of public education, the arts, conservation, and human services. A primary focus of the Foundation is ensuring that all children have access to a robust, first-class public education and the support needed to develop to their full potential. The Foundation is incorporated in Texas and governed by a board of eleven directors comprised of two generations of the Powell family and three independent directors. It is served by a small staff located in Houston.

WHAT YOU'LL DO

● Board Management + Support

- Manage the administration of the Board Designated Grants program, including correspondence with Board members and grantees, maintenance of online document filing, tracking, and recordkeeping using Salesforce and other platforms as needed
- Schedule and provide logistical support for meetings of the Board of Directors and its committees (including Grants Review, Finance, Investment, and Strategic Planning); prepare conference rooms (physical and virtual) and coordinate catering, as needed. Proactively anticipate needs and effectively manage priorities of the Board and its committees
- Record and revise board and board committee meeting minutes in preparation for review by key stakeholders and sign off by the Executive Director, President, and Committee Chair
- Synthesize meeting agendas and materials with a keen eye towards accuracy; prepare, assemble, and mail (electronic and physical copy) meeting packets and board books to optimize Board member engagement
- Maintain the Foundation's website and board web portal by making timely content updates, maintaining the board materials library, and innovating other beneficial uses of the portal throughout the year
- Respond in a timely manner to one-off requests from The Powell Foundation Board members

● Relationship Management

- Exercise excellent judgment as a steward to The Powell Foundation's community partners and board. You understand how to create and nurture relationships through collaboration, service, and candor
- Manage the Executive Director's daily, monthly and quarterly outreach and meetings with a deep understanding of her relationships and priorities
- Create systems & processes to manage the reminders and outreach necessary to meet the Executive Director's community partnership goals
- Understand what the Executive Director needs to be successful before and after meetings. You create meeting prep, block time to review it, and ensure timely follow up after every contact

● Email + Calendar Management

- Monitor the Executive Director's inbox and information flow. You are constantly prioritizing, then re-prioritizing, to determine when to involve the Executive Director and when to delegate to other staff
- Proactively act upon inbox items that do not require Executive Director involvement
- Thoughtfully tee up draft responses to emails and requests on behalf of the Executive Director
- Serve as gatekeeper to the Executive Director's priorities. You're prompt and responsive to

calendar requests. When priorities change quickly, you respectfully communicate to those affected and seamlessly move meetings

- Proactively manage Executive Director priorities through a daily, weekly and monthly lens ensuring time is made for important meetings and work blocks

- **Office Management**

- Formulate procedures and processes to ensure efficient office operations; regularly codify processes and procedures, adapting and revising as needed to create process efficiencies
- Ensure efficient and effective office operations and maintenance, including facility management, office equipment, technology, and the procurement of office supplies
- Manage vendor relationships for office needs related to information technology, cleaning services, and repairs
- Oversee the inventory and maintenance of office supplies and equipment, troubleshoot issues with office equipment and software; orient staff on equipment usage
- Lead the team on documentation and file organization, virtually and in-person with paper files
- Provide general support to visitors

- **Other**

- Maintain the Foundation's online presence including website and social media
- Manage special projects on behalf of the Executive Director and in collaboration with Staff and/or Board
- Manage travel details, from booking and creating itineraries to trip recaps and expense management
- You act with discretion and integrity as you communicate with various Powell Foundation stakeholders
- You identify challenges and manage up with solutions, acting as a partner to the Executive Director to continuously improve operations at the Foundation

WHAT YOU BRING TO THE TABLE

- Deep belief in the mission of the organization and why we do what we do
- Minimum of 3-5 years of relevant experience
- Excellent technical and written skills: you can take clear and effective minutes and notes from dictation during group and 1:1 meetings. You proofread and have excellent written communication skills and attention to detail. You carefully craft polished organizational documents and other deliverables for community partners and board members, alike
- Commitment to continuous improvement: you have a demonstrated disposition towards learning and development, giving and receiving feedback, and implementing necessary changes in a timely way
- Confidence and innovation: you know how to manage up, keep us on task, give honest feedback, and push back when it's in our best interests
- Proactivity: you often have a plan C, you see around corners, and you're consultative
- Tech savvy: you learn new technology with ease and can effectively explain to others how to troubleshoot with technology remotely or in-person
- Independence, self-motivation and discipline: you have a demonstrated ability to manage multiple assignments and projects in a self-directed manner
- An ability to systematically work through complex problems, with a positive customer service orientation, to reach desired outcomes
- Salesforce or other CRM experience preferred

HOW TO APPLY

Interested candidates should [apply here](#) by May 14, 2021

Salary will be set in accordance with the successful candidate's experience. A comprehensive benefits

package, including health and dental benefits, generous PTO and a retirement savings plan, paid parental leave, and an annual professional development stipend is offered to all full-time employees. The position is located in Houston, Texas.