



Position Description

Job Title: Assistant to the President & CEO

Reports to: President & CEO

Date Revised: July 12, 2023

Organization

Rasmuson Foundation, an Equal Opportunity Employer, is dedicated to improving the quality of life for people throughout Alaska. The Foundation awards grants to Alaska-based nonprofits, government entities, tribes, and individual artists to promote a better life for all Alaskans.

Summary/Objective

The Assistant to the President is responsible for supporting the activities and operations of the President/CEO. This position assists in coordinating the flow of schedules, activities and logistics for the executive office with skilled customer service, discretion and diplomacy. This position works with the staff to accomplish goals, including a vibrant, collaborative work culture.

Essential Responsibilities

- Proactively supports a complex calendar including triaging requests and schedule logistics.
- Screens and directs phone calls, emails and correspondence.
- Completes a broad variety of administrative tasks for the President/CEO, which may include travel and expense reporting.
- Supports the Collaborative and Executive Teams by preparing weekly agendas and assisting with related projects as assigned.
- Supports the President/CEO and Foundation with logistical support for meetings as needed.
- Maintains archived files for the CEO's office in a current and well-organized manner.
- Perform clerical duties in support of the Board of Directors committee and board meetings.



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- Provide temporary coverage of other administrative support functions across the organization as needed.
- Supports Events Manager with events as needed.

Qualifications

- Alignment with the Foundation's mission and vision.
- Minimum of 3-5 years of experience supporting a professional office environment, including managing sensitive matters and situations with discretion and diplomacy.
- Experience building relationships within a cross-functional team.
- Experience working with foundations, nonprofit leadership, or nonprofit or corporate boards preferred.

Educational Requirements

- High school degree or higher preferred. Experience can substitute.

Position Competencies

- Excellent verbal and written communication skills.
- High proficiency with office management systems and procedures, standard office equipment and collaborative software including Microsoft Office, Teams and others.
- Self-motivated, strong organizational skills, ability to manage several projects at once.

This position is in-office, it is not hybrid or remote