



## Position Description – Executive Assistant to the CEO

### Work Type

0.6 – Part-time (flexible)

OR

1.0 – Full-time (flexible), with inclusion of Office Management responsibilities

### Location

East Melbourne / remote (flexible)

### Background

Australian Communities Foundation (ACF) is a community of giving, powered by a courageous ambition: a fairer and more sustainable Australia. As a broker of change, we connect those who can give with the people and organisations leading the way. We seek to create a fairer Australia by activating a nation of givers and are Australia's only nationally focused community foundation.

ACF coordinates over 900 grants to the community each year to the value of ~\$12.5 million through a donor advised grantmaking program. ACF also manages a discretionary fund, the Impact Fund, which gives ACF the opportunity to focus on high impact philanthropy and further enable ACF's leadership alongside its wider community of donors and other collaborators in the philanthropic sector.

### Position Summary

The Executive Assistant to the CEO is responsible for the smooth running of the Executive Office and providing high level governance and administrative support to the ACF Board and the Company Secretary.

### Position Purpose

The Executive Assistant to the CEO role reports to the Chief Executive Officer. The objective of the role is to:

1. Provide high level executive support to the CEO
2. Management of the Office of the CEO
3. Provide high level administrative and governance support to the ACF Board
4. Support to the Senior Management team as required
5. General Office Management (if full-time role)

### Key Responsibilities

1. Provide high level executive support to the CEO

- Receive, acknowledge, and process all invitations for the ACF CEO and Board Chair
- Coordinate and host meetings with the Board, ACF Committees, senior team and CEO, tabling and talking to invitations and requests, providing scheduling advice and taking minutes where appropriate
- Coordinate all travel, accommodation, and itineraries for the CEO, Board and senior staff (where appropriate)
- Prepare and collate speaking and meeting briefs for the CEO in consultation with the Head of Marketing and Communications
- Manage confidential and sensitive documentation with appropriate discretion.
- Prepare and format reports and documents for internal and external use within short time frames.
- Prepare correspondence and presentations for the CEO.
- Manage and prioritise incoming calls, emails and correspondence, proactively determining significance and managing distribution.

## 2. Management of the Office of the CEO

- Maintain the CEO's task list including working with the ACF team to identify priorities and deadlines.
- Act as the principal contact for all internal and external stakeholders,
- Alert the CEO to matters requiring immediate attention, and manage those issues in her absence, in conjunction with senior staff.
- Ensure the smooth running of the office of the CEO by addressing IT and others issues promptly.
- Support the CEO in the development and maintenance of stakeholder relations by establishing a friendly and professional report with stakeholders.
- Endeavour to always respond to requests from stakeholders in a timely manner
- Ensure that the CEO or Senior Team are made aware of issues relating to stakeholder relations at the earliest opportunity.

## 3. Provide high level administrative and governance support to the ACF Board

- Support the Company Secretary with coordination of all meetings of the ACF Board, Executive and Committees
- Work with the Board Secretary and CEO to prepare and distribute meeting agendas and papers
- Attend and proactively minute all meetings and prepare action lists
- Prepare and provide management over all meeting action lists, ensuring the relevant people are tasked accordingly and prompted when deadlines approach
- Prepare inductions for new Board, committee members and staff.

4. General Office Management (if full-time role)

- Overseeing office management, office supplies and shared office functioning
- Developing and implementing new administrative systems
- Supervising administrative personnel
- Setting up appointments, conferences and managing meeting rooms
- Assisting co-tenants with booking meeting rooms, events and office issues
- Handling maintenance issues for the office space
- Managing the ACF phone system
- Organising catering and logistics for key events.

**Skills & Competencies**

- Ability to prioritise and multitask
- Excellent time management skills
- Well-developed organisational skills
- Attention to detail
- Great verbal and written communication skills
- Professional discretion
- Working in an independent, highly self-sufficient manner while regularly participating in feedback sessions
- Proficiency in Microsoft Office and associated software including Outlook, Excel, Word, Powerpoint and Zoom.

**Key Selection Criteria**

- Three to five years of relevant experience in an Executive Assistant role supporting a busy CEO or senior executive
- Ability to represent the CEO appropriately and professionally at all times
- Be proactive, assertive and work well under pressure or within tight time frames.
- Exceptional organisational skills with a passion for planning, organising and prioritising administrative tasks and systems, including managing competing tasks rapidly and ensuring deadlines are met under pressure.
- Excellent interpersonal skills with the ability to establish friendly and professional rapport with a wide range of stakeholders, including staff, Board members and donors.
- Ability to exercise discretion and judgment and work well to deadlines and under pressure
- Knowledge of and capacity to efficiently use ICT and organisational systems.

**Team Expectations**

- Demonstrate ACF vision, values and culture in your daily work
- Take a proactive role in promoting equality and anti-discriminatory practice
- Be aware that you have a duty of care for the health and safety of yourself and others.
- Assist in maintaining harmonious workplace relationships by openly and efficiently communicating with internal Board, staff, volunteers and external parties
- Be an active, positive team member by demonstrating a willingness to help and support in all areas as required