



## Job Description

- **Title:** Executive Assistant & Office Manager
- **Classification:** Full-time, exempt
- **Reports to:** CEO
- **Location:** Beverly, MA. Ideally in office full-time.

## About ECCF

[Essex County Community Foundation \(ECCF\)](#) is dedicated to strengthening the communities of Essex County, Massachusetts, by promoting philanthropy, managing charitable funds, and working collaboratively to address critical community issues. We are seeking a skilled **Executive Assistant & Office Manager** to join a talented, experienced, and energetic team.

**Essex County Community Foundation (ECCF) inspires philanthropy across the 34 cities and towns in Essex County, Massachusetts.** We do this in three vital ways: 1) Managing and investing donor's charitable assets; 2) Strengthening and supporting local nonprofits with the knowledge and financial resources needed to sustain lasting impact; 3) Bringing organizations together to invest in "systems-change" work that addresses root-causes of social issues in our region.

ECCF is seeking a highly organized and proactive Executive Assistant & Office Manager to support the CEO and executive team while ensuring the smooth operation of our office. This role will also serve as a key liaison with the Board of Trustees and provide support for human resources activities. The ideal candidate is detail-oriented, values-driven, and committed to ECCF's mission and core values.

### Key Responsibilities:

#### Executive & Board Support:

- Provide high-level administrative support to the CEO and executive team, including scheduling, correspondence, and document management.

- Manage calendars, prioritize tasks, and coordinate logistics for meetings and events.
- Serve as the primary liaison with the Board of Trustees, coordinating meetings, preparing agendas and materials, and ensuring effective communication.
- Maintain accurate board records, meeting minutes, and governance documents.
- Represent ECCF's values in interactions with stakeholders, ensuring professionalism and alignment with the organization's mission.

**Office Management:**

- Oversee day-to-day office operations, ensuring a professional and efficient workplace.
- Create a friendly and welcoming atmosphere by acting as the point-person and serving as the receptionist for all incoming calls and visitors.
- Manage office supplies, vendor relationships, and technology needs.
- Coordinate office logistics, including facilities management and event planning.
- Proof reading materials, reports, etc. for Marketing and Communications team.

**Human Resources Support:**

- Assist with HR functions such as onboarding, maintaining employee records, and supporting office policies.
- Support employee engagement initiatives, helping to foster a positive and inclusive workplace culture.
- Ensure compliance with organizational policies and HR best practices.

**Qualifications, Skills & Abilities:**

- 5+ years of experience in executive support, board liaison, office management, or HR support, within a non-profit setting is preferred.
- Strong organizational, project management and multitasking abilities. Able to manage complex systems and multiple deadlines.

- Excellent written and verbal communication skills to interact with donors, partners, and internal stakeholders.
- Proficiency in Microsoft Office, Google Suite, and project management tools.
- Ability to operate with the highest level of integrity and able to handle confidential matters in a discreet and professional manner.
- Commitment to ECCF's mission, values, and community impact.

### **Other Duties and Responsibilities**

- Individuals assigned to this position may perform other duties as assigned.
- Occasionally attend meetings/events outside of normal business hours.

### **Why Join ECCF?**

At ECCF, we foster a culture of collaboration, impact, and innovation. This role offers an exciting opportunity to work closely with leadership, support board engagement, and contribute to meaningful initiatives that strengthen our community.

### **Compensation/Benefits**

This position is a professional, full-time staff position with an opportunity for future growth and will be eligible to participate in the Foundation's health plan, retirement plan and other employee benefits. The salary range is \$55,000 - \$75,000 and is commensurate with skill level, experience, and sector benchmarks.

Essex County Community Foundation is an equal opportunity employer and committed to creating a diverse, equitable and inclusive organization.

### **How to apply**

Qualified candidates are encouraged to submit a cover letter and a resume to [a.lowe@eccf.org](mailto:a.lowe@eccf.org). Applications will be accepted until the position is filled.