

PERMIAN BASIN AREA
Foundation

Position Description

Executive Associate

- Full or part-time, FLSA status non-exempt.
- Reports to Chief Operating Officer.

General

- Responsible for day-to-day administrative duties of the Foundation to support the members of the Foundation team.

Essential Duties and Responsibilities

- Supporting staff as necessary with administrative tasks and projects.
- Overseeing of organization of lobby, work rooms, kitchens, files and other common areas.
- Overseeing management of OnBoard portal.
- Preparing and maintaining fund analyses and fund statements.
- Providing support of board and committee processes such as taking minutes, meeting RSVPs, etc.
- Greeting the public and answering the multi-line office phone in a courteous, cheerful manner.
- Coordinating operational and technical tasks with outside provider(s).
- Making deposits of gifts and other revenue.

Qualifications

- Excellent interpersonal and professional communications skills.
- Diligent attention to detail and organization of tasks.
- Sound judgment and decision making in safeguarding confidentiality of sensitive information and relationships.
- High technical proficiency with personal computer and standard office software programs, including Microsoft Word, Excel, PowerPoint, and capacity to learn new programs to support work tasks and office efficiencies.
- Disciplined work ethic and problem solving skills.
- Ability to operate as part of a team and as a strong support staff to other team members.
- Desire to learn and grow with position as opportunities arise.
- Bachelors or higher level degree in business related field preferred.

This position description is for general understanding of the expectations of the employee and should not be considered to be comprehensive or exclusive of other duties that may be assigned.