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| Job Title | Executive Assistant to President |
| Compensation Range | \$60,000 - \$80,000 annually |
| Reports to | President, El-Hibri Foundation |
| Location | Washington, D.C. |

About El-Hibri Foundation

At the El-Hibri Foundation (EHF), we envision a society where everyone can achieve the American Dream in a diverse and inclusive world. EHF is a philanthropic organization that empowers and equips Muslim leaders and their allies to build thriving, inclusive communities.

How are we working to make these dreams realities? In our current time, the American Muslim community is facing increasing challenges that question its place in, or seek to exclude it from our national fabric. Additionally, many of the nonprofit organizations that are working to create vibrant and thriving communities are often under-resourced and understaffed. EHF makes grants and implements innovative programs to provide resources and skills, forge collaborative relationships, and increase inclusion of and within American Muslim communities. We recognize that the broader social fabric is made stronger when the distinct communities that make up America are healthy, growing, and active contributors to our collective future.

Our Theory of Change

The El-Hibri Foundation (EHF) believes that if nonprofit organizations and Muslim and ally leaders have the capacity, resources, and collaborative relationships necessary for community building, then they can become more effective in advancing inclusion in America.

- **EHF advances inclusion** of and within American Muslim communities by investing financial, physical and relational resources in leaders and organizations who share our vision of a world in which all individuals, regardless of race, religion, or gender, have an opportunity to thrive.
- **EHF builds capacity** through innovative programs that ensure current and future leaders have the strategies, skills, and tools necessary to successfully launch and manage high-performing organizations.
- **EHF organizes communities** by convening people of diverse backgrounds to cultivate new relationships and by investing in individuals and organizations that believe stronger communities are built with mutual trust and collaboration.

Role Description

As an **Executive Assistant**, you will be at the heart of EL-Hibri Foundation's operations and activities and serve as the catalyst that keeps the Foundation moving forward. You are close to leadership, see the inner workings of leadership decision making and anticipate the needs of the Foundation President to keep them focused on the work that matters. You will be tasked with supporting and leading a variety of simultaneous projects, which requires effective communication with all levels of the organization. Additionally, as an Executive Assistant you will support leadership in various projects and broader external engagements.

The position offers extensive opportunities for growth and skill development in the areas of staff, nonprofit, program management and project management. **Please note: this full-time role is based in our Washington, D.C. office.**

Responsibilities

- Maintain annual plan, executive calendars and arrange travel for the Foundation's President
- Support the President's communication and correspondence needs
- Handle meeting arrangements, minutes, follow-up and logistics related to programs and events
- Identify and abstract pertinent information from publications, correspondence and reports
- Assist in supporting and gathering information for departments, programs, events and board reporting
- Prepare a variety of documents utilizing various software packages and maintain departmental records
- Manage special projects assigned by the President
- Provide support to Foundation staff across various administrative areas
- Serve as the main point of contact for Foundation guests and visitors

Minimum Qualifications

- Four years professional experience required
- Experience as executive assistant or project manager
- Excellent organizational and administrative management skills
- Exemplary verbal and written communication skills
- Flexibility in working around President's schedule
- Comfortable managing expenses
- Strong attention to detail
- Ability to simultaneously manage multiple workstreams
- Understanding of American Muslim communities

Preferred Qualifications

- Master's degree
- Familiarity with Washington, D.C.
- Broad knowledge of foundation and philanthropic practices and procedures
- Familiarity with the nonprofit sector

Compensation + Benefits

- The compensation range for this position is \$60,000 - \$80,000 annually, based on commensurate experience and our commitment to internal equity
- Three weeks paid vacation annually, increasing by 2.5 days per year to a maximum of twenty (20) days in the third year and beyond
- 11 days of paid holiday leave annually
- Commuter Benefits to use public transportation
- Personal cell phone reimbursement
- Platinum-level group medical and dental insurance
- Retirement savings account with 100% matching up to 3%
- Employee term life insurance
- Employee assistance program to help maintain balance between work and home life

Distribution of Time

We anticipate your time to be split across four broad areas as follows:

- 60% focused on Executive Support
- 20% focused on Foundation Support
- 10% focused on Board Meetings
- 10% focused on Events

The above is intended as an overall indication, actual time will fluctuate based on time of year, program calendar and broader organizational priorities and capacity needs.

Role Details and Key Activities

The below is an outline relating to current Foundation plans and are subject to change. You may be tasked with different or additional projects based on the evolving needs and demands of the organization. Additionally all of the below areas may require evening and / or weekend engagement

Executive Support [time allocation: 60%]

The core area of this role is in supporting the Foundation President, helping increase overall productivity. Below is a list of support areas based on the current scoping which you will be responsible for:

- Manage the calendars (physical and digital), and support with scheduling and setup for meetings
- Assist in daily management of all email correspondence
- Draft communication, agendas, minutes and summaries of constituent meetings
- Assist in documenting meetings in Salesforce system
- Provide support on hospitality-related activities
- Manage travel and grantee meetings for President
- Assist in expense report preparation and reconciliation
- Prepare briefing notes for meetings

Foundation Support [time allocation: 20%]

On the Foundation front, you will be focused on specific projects and tasks that are part of the broader communications strategy. Below is a list of the pertinent communications related projects you will be engaged on:

- Assist with the logistics of building projects and special events
- Support the Foundation's internship program
- Schedule Foundation-wide meetings and manage logistics
- Receive and review all incoming emails to general mailboxes (as assigned) daily and route accordingly, flagging potential needs for immediate response
- Meet, greet and engage visitors at front and back doors, as required
- Assist other Foundation staff with administrative support, as requested
- Assist with mailings including managing printing, and postage
- Assist with administrative purchasing runs
- Provide a positive, professional and grantee-centric environment
- Ensure physical and digital back-up of mission-critical documents and files

Board Meetings [time allocation: 10%]

Support and assist the senior leadership team across various board engagements, preparations and wrapup including but not limited to

- Document strategic planning sessions
- Assist with agenda creation for Board meetings
- Creation of visual aids/charts to assist in project mapping
- Track of organizational metrics and dashboards;
- Organize board meetings and retreats;
- Research related to ongoing projects
- Preparation and distribution of pre- and post-meeting documents
- Review Board and committee meeting minutes and follow up on action items
- Update Board Dropbox with all relevant meeting files and documentation

Events [time allocation: 10%]

Provide administrative support for foundation-related event hosting, including but not limited to:

- Assist with El-Hibri Foundation and grantee/partner events
- Make purchases to support events
- Support operations and event execution as needed

Other Information:

This job description in no way states or implies that these are the only duties to be performed by the employee incumbent in this position. The employee will be required to follow any other job-related instructions and to perform any other job-related duties as requested by any person authorized to give instructions or assignments.

A review of this position has excluded the marginal functions of the position that are incidental to the performance of fundamental job duties. All duties and responsibilities listed above are essential job functions and requirements and are subject to possible modification to reasonably accommodate individuals with disabilities. To perform this job successfully, the incumbent will possess the skills, aptitudes, and abilities to perform each duty proficiently. The requirements listed in this document are the minimum levels of knowledge, skills, or abilities.