



Join Our Team!

Executive Assistant

The Nathan Cummings Foundation (NCF) seeks an Executive Assistant (EA) to provide critical support to our leadership team. The EA will play a pivotal role in ensuring the smooth operation of key functions within the Foundation, contributing to our mission and commitment to racial, economic, and environmental justice (REEJ).

If you are an organized and proactive individual with a passion for supporting transformative change, we invite you to consider joining our team.

To explore this role further, please review the below position description and submit your resume with an optional cover letter to Ncf.Recruit@nathancummings.org.

Alternatively, consider sharing this opportunity with individuals who embody NCF's values and align with the qualifications for this role.

Join us in shaping a more just society and making an impactful difference!

Sincerely,
The NCF Team



EXECUTIVE ASSISTANT

WHO WE ARE

The Nathan Cummings Foundation (NCF) is a multigenerational family foundation rooted in the Jewish tradition of social justice. NCF envisions a future where all people, in body and spirit, breathe freely, care for each other, and flourish in just, regenerative, and loving communities. We are guided by our [core values](#) of justice and equity; interdependence; learning and listening; courageous transformation; and integrity as we partner with social movements and organizations that have creative and catalytic solutions to NCF's interconnected goals of racial, economic, and environmental justice (REEJ).

HOW WE COLLABORATE

At NCF, collaboration is the cornerstone of our culture. We actively cultivate a highly collaborative atmosphere centered on cross-departmental teamwork, with staff members participating in various organization-wide committees, working groups, task forces, and REEJ-specific Solutions Teams (learn more [HERE](#)). Our team embodies a collaborative, open, and inquisitive approach that encourages innovation, introspection, and creativity.

In addition, we place a strong emphasis on developing influential leaders who can elevate team performance, both individually and collectively. We also prioritize the cultivation of a high level of emotional intelligence within our staff, enabling them to establish trust and credibility with colleagues and partners across the organization. These qualities are integral to our collaborative approach and are central to the achievement of our mission.

OVERVIEW OF THE ROLE

The Executive Assistant (EA) provides crucial support for the Office of the President and CEO (PCEO Office) and People and Culture Department (PAC Team). The role entails collaborating closely with the Chief of Staff to advance the President and CEO's priorities and conducting administrative duties to aid the Board of Trustees. It requires working alongside the People and Culture Department (PAC Team) to provide essential administrative aid to the Vice President of People and Culture (VPPAC). The EA is primarily responsible for scheduling, correspondence management, and event coordination. The EA reports to the PCEO and VPPAC.

This cross-team and multifaceted role requires exceptional communication skills, project management expertise, and a commitment to ensuring positive interaction with all stakeholders.

PRINCIPAL RESPONSIBILITIES

PCEO/Office Support

- Manage the PCEO's calendar, scheduling both internal and external foundation-related meetings.
- Prioritize meeting requests in alignment with organizational priorities.
- Arrange travel and hotel accommodation for NCF-related events.
- Monitor the PCEO's inbox and appropriately follow up.
- Respond to emails on behalf of the PCEO as directed by the PCEO or COS.
- Complete the PCEO's monthly expense reports.
- Develop PCEO and PCEO Office related agendas and take minutes for meetings as requested.

VPPAC and PAC Team Support

- Manage the VPPAC's calendar and schedule PAC departmental-related meetings.
- Book travel and accommodation for NCF-related events.
- Develop PAC and VPPAC-related agendas and take minutes for meetings as requested.
- Draft PAC-related correspondences as assigned by the VPPAC.

- Complete the VPPAC's monthly expense reports.
- Support the Foundation's cultural observances, communications, activities, and other culturally related projects.

Chief of Staff and Board-related Support

- Schedule board and committee meetings and assist in their execution.
- Aid in the preparation of documents and presentations for board and committee meetings.
- Post meeting materials and presentations to the board portal.
- Occasionally support the Board Chair in communications and scheduling on behalf of the board.

Leadership and Strategy

- Serve as a key point of contact for the PCEO and VPPAC, providing guidance and facilitating communication between stakeholders and internal teams.
- Cultivate and maintain relationships with key stakeholders to enhance collaboration and maximize the impact of NCF's initiatives.
- Address challenges with innovative, sustainable solutions to drive tangible results.
- Continuously assess the effectiveness of strategies and initiatives to drive improved outcomes in the department.
- Align PCEO and PAC Team's functions with the Foundation's mission, vision, and values.
- Stay updated on industry developments and emerging trends.

Project Management and Administration

- Efficiently plan, execute, and oversee projects, ensuring alignment with foundational goals and timelines.
- Maintain organized records, prepare material, and facilitate effective communication of relevant work information.
- Manage time and workload to employ the foundation's resources to meet project and administrative requirements effectively.
- Communicate with internal and/or external stakeholders, ensuring clear and timely information exchange.
- Fulfill other occasional administrative responsibilities to support daily operations.

QUALIFICATIONS

- Bachelor's degree preferred.
- Three to five years relevant professional experience in an executive administrative role, preferably supporting leadership.
- A strong emphasis on handling sensitive information, confidential documents, and information responsibly and with integrity.
- Demonstrates knowledge and a deep commitment to philanthropy, social justice, racial equity and justice, aligning with NCF's pursuit of REEJ.
- Proven track record in aligning department functions with organizational mission and values.
- Highly adaptable and self-driven team member, fostering a safe and inclusive environment.
- Effective leadership and thought partnership skills to foster team growth, and address challenges innovatively.
- Strong project management, organizational, and communication skills, with the ability to efficiently oversee projects and allocate resources effectively.

SALARY RANGE: \$88,000.00 – 105,000.00. At NCF, fairness and transparency shape our compensation. Salaries for all positions are evaluated by applicable qualifications and experience, leveraging data obtained through third-party benchmarking, aiming to fall close to the median salary range.

LOCATION: This remote position is open to candidates residing within the United States, aligning with our operating hours of 9:30 am to 5:30 pm Eastern Time. Please note, this role currently requires in-person organization days twice a month in New York City.

AS AN NCF TEAM MEMBER, YOU WILL ENJOY:

- **Health Care Plans:** We pay 100% of the health care premiums plans (medical, dental, and vision) for you and your dependents, effective on the first day of your first full month of employment.
- **Employer Retirement Plan:** We contribute 15% or more to your retirement plan whether you participate in our employee-contributed 403b plan with targeted fund options.
- **Parental Leave:** We provide 12 weeks paid leave for new, birth and non-birth parents.
- **Professional Growth:** After one year of employment with the foundation, we offer up to the IRS maximum allowance towards eligible tuition reimbursement, in addition to other professional development opportunities.
- **Paid time off:** We offer a competitive PTO package, in support of a healthy work-life balance, inclusive of 12-13 paid holidays, 10 Summer Fridays, and the last week in December off.

COMMITMENT TO RACE EQUITY AND INCLUSION, AND EQUAL EMPLOYMENT:

As a foundation focused on racial, economic, and environmental justice (REEJ) in our work and investments, we're deeply committed to diversity, equity, and inclusion. This commitment is reflected in how we work together internally and with our external partners. It's also reflected in how we hire. Regardless of how you identify, we encourage you to apply for this role if you meet most of the qualifications outlined above.

NCF provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type because of the individual's race or color, religion or creed, caste, national origin, alienage or citizenship status, sex (including pregnancy), gender identity or expression (including the use of preferred pronouns), sexual orientation, sexual and reproductive health decisions or decision making (of employees or their dependents), height, weight, marital or familial status, military or veteran status, caregiving circumstances, gender-based violence survivor status, credit or salary history, age, disability, genetic information or predisposing genetic characteristics, pre-employment arrest record, or any other characteristic protected by applicable law.

CLASSIFICATION OF EMPLOYMENT: This is an exempt position.