



The Role: As the **Executive Assistant** to our President/CEO and the Executive Team, you'll be more than a key player—you'll be a catalyst for efficiency and effectiveness at the highest levels of our organization. You'll manage and anticipate needs, providing high-level administrative and project management support with precision and foresight. Think of yourself as the President/CEO's right hand, navigating daily schedules, coordinating internal and external communications, and ensuring that every detail is perfectly aligned for success.

Your Impact: By keeping our leaders on track, you facilitate our ability to support more families, expand our growth, and push closer to a world without financial barriers to cancer care. You'll lead project initiatives, prepare vital briefings, and organize strategic meetings and events that propel our mission forward. Your role is critical in maintaining the momentum of our work, allowing our leaders to focus on strategic decisions and partnerships that enhance our reach and effectiveness.

Join Us: If you're a proactive, detail-oriented professional who thrives in a dynamic environment and is passionate about making a difference, we want you. This isn't just any administrative role—it's a chance to be at the heart of a foundation that changes lives daily. Work alongside dedicated professionals in a supportive and uplifting environment where your contribution is not only recognized but celebrated.

Step into a position that transcends the typical—drive change with us at JAF.

Job Description

Position Title

Executive Assistant

Reporting to

President and CEO

Location

In-Office

Organizational Overview

The Joe Andruzzi Foundation (JAF) serves New England cancer patients who are experiencing financial and emotional stress due to a cancer diagnosis. Cancer-driven income loss and rising out-of-pocket costs can leave families laboring to cover their everyday needs. Research links this economic strain - Financial Toxicity - with poorer health outcomes. Because bills cannot be left unpaid due to a diagnosis, JAF Programs help alleviate financial stress by assisting with rent/mortgage payments, utilities, food, and other essential household expenses. This allows patients and families to focus on accessing cancer care and their health.

Position Summary

The Executive Assistant (EA) provides high-level administrative and project management support to the President/Chief Executive Officer and the Executive Team. The EA will oversee and coordinate the day-to-day schedule for the President/CEO and assist with scheduling for other members of the Executive Team as needed while serving as primary liaison to internal staff and external partners on behalf of the President/CEO. The EA functions as an extension of the President/CEO with appropriate but minimal direction by anticipating needs and proactively addressing issues, emphasizing using sound judgment, taking the initiative, and maintaining confidentiality. The EA must maintain an ongoing effort to stay current on organizational matters, issues, and priorities important to the work of the President/CEO. This position facilitates the efficient execution of the President/CEO's activities by vetting and directing requests and assignments to appropriate JAF staff and external partners; taking the lead in preparing briefings for the President/CEO; facilitating, managing, and implementing projects on behalf of the President/CEO; and planning for and managing meetings and events, both internal and external. This position includes general office administration and clerical support

to help ensure an efficient and positive work environment for JAF. The EA will work with the President/CEO, members of JAF Leadership, and other JAF staff members and external constituents to support JAF's work and forward our mission.

The Executive Assistant will have a broad range of responsibilities, including but not limited to the following:

Executive support – 60%

- Provides a high level of administrative support, anticipating and executing the complex needs of the President/CEO
- Completes a wide variety of administrative work, including managing highly active calendars of meetings; reading, researching, and routing correspondence and other materials appropriately; drafting letters and documents; collecting and analyzing information; filing documents; arranging complex and detailed travel plans, itineraries, and agendas; and compiling documents for travel-related meetings
- Ensures ample time and resources are available on the President/CEO's calendar to complete critical tasks
- Proactively manages all correspondence from the President/CEO's office
- Oversees the preparation, production, and distribution of background and briefing materials and itineraries related to meetings, presentations, conferences, and travel
- Review information and materials related to meeting content and brief the President/CEO as necessary
- Advises the President/CEO on the status of multiple projects; prioritizes conflicting needs; handles matters expeditiously, proactively, and confidentially; and follows through on projects to successful completion, often with deadline pressures
- Supports the Executive Team and JAF leadership by scheduling meetings and arranging travel plans, itineraries, and agendas
- Assists in coordinating the agendas of All-Staff, Leadership Team, and Board meetings. Serves as a note-taker in meetings to ensure that the priorities of the President/CEO and Team are recorded and communicated for required action
- Serves as liaison between the President/CEO and the Leadership Team, JAF committees, Board, staff, and others
- Works closely and effectively with the President/CEO, JAF Communications staff, and other JAF staff to keep members of the organization well informed of upcoming commitments and responsibilities, following up appropriately
- Acts as the President/CEO's proxy and primary point of communication with Board members and other constituencies, as appropriate
- Works closely with all JAF departments to ensure the operations of the President/CEO's office run smoothly, effectively, and efficiently
- Tracks deliverables and action items from meetings for the President/CEO to ensure appropriate action is taken
- When required, facilitates and manages projects, conducts research, and ensures assigned organizational initiatives move to completion
- Attend meetings on behalf of the President/CEO

Administrative support – 40%

- Works with JAF management and facilities staff to ensure upkeep and proper maintenance of all office materials and equipment needs; collaborates with building management team members to ensure that repairs and related matters are resolved in a timely manner
- Collaborates with building staff to create and maintain an inventory of office supplies and marketing merchandise
- Answer the main phone line and direct calls accordingly; ship, pick up, and sort mail, UPS, and courier deliveries daily; check general Foundation email inquiries and forward them to appropriate staff if needed; greet all Foundation visitors in a friendly manner and notify proper staff of visitor if needed
- Oversee the office space, including meeting rooms prior to meetings, kitchens, and bathrooms, to ensure it is kept tidy and clean for staff, vendors, donors, patients, volunteers, landlord, etc.
- Maintain files (electric and hardcopy), adhering to the Foundation's document policies
- Manage vendor(s) and service provider(s) relationships and their Salesforce records, OneDrive folders/files, contracts, and relationships
 - Manage agreements and price negotiations
 - Download and save month/quarter/annual reports and statements
- Oversee incoming gift processing

- Log and process all solicitations, gifts, and pledges; invoice all open pledges; oversee matching gifts and donor-advised funds
- Co-manage (with the President and CEO) the Finance Managed-Service relationship
 - Attend and record all status meetings
 - Support monthly reconciliation (i.e., coding receipts/statements, reviewing the GL)
 - Collect and pay all management-approved invoices and employee expense reports (i.e., travel and expense reports) in a timely, accurate manner through the Bill.com portal, submitting a PosiPay to the bank when needed
 - Assist with vendor Form W-9 collection and organization for 1099's; adheres to Foundation processes and policies and generally accepted accounting principles
 - Supports the Foundation's audit process and implements and adheres to any recommendations from auditors
- Co-manage (with the President/CEO) the Human Resource Managed-Service relationship
 - Payroll and benefits administration (i.e., direct deposit, processing payroll, unemployment, health insurance, retirement benefits)
 - Assist in onboarding new staff, interns, and volunteers and supervising interns and volunteers
 - Assist in job postings, intaking resumes, and interview process
- Co-manage (with the President/CEO) the IT Service Managed-Service relationship
 - Assist staff with getting open tickets solved by coordinating with the IT consultant who comes in weekly
 - Assist with phone equipment (setting up voicemail, etc.) and network copier/printer
 - Assist with platforms/services (i.e., DocuSign, Grammarly) and provide education and training to Foundation staff, interns, and volunteers

**Please note this description is not designed to cover or contain a comprehensive listing of duties and responsibilities that are required of the employee for this job. Duties and responsibilities may change at any time, with or without notice.*

Qualifications

- Education: Bachelor's degree or equivalent combination of education and experience required
- Experience: A minimum of 4 years of relevant experience in an administrative, operations, or related role
- All JAF employees have the following responsibilities:
 - Represent JAF's principles, values, culture, and community investment philosophy
 - Build strong relationships based on trust, mutual respect, humility, equity, and partnership
 - Actively inspire, engage, and provide support to JAF Partners
 - Actively support the organization's growth and development goals

Required Competencies

- Technologically adept – comfort, familiarity, and/or ability to learn and utilize a variety of computer applications (i.e., Microsoft Office 365, QuickBooks, Salesforce, Classy, Basecamp) as well as project management systems
- Proven track record of building trusting relationships and working effectively across different settings, communities, and issues – with people of diverse backgrounds, perspectives, and cultures
- Ability to maintain confidentiality
- Strong organizational skills, detail-oriented, and efficient
- The knowledge and willingness to be flexible
- The ability to take the initiative and manage tasks from start to finish
- A solid commitment to high-quality work, customer service, and high productivity
- A high degree of initiative and independent judgment
- The ability to work under pressure and handle multiple tasks at one time
- Excellent written and verbal communication skills

Salary and Benefits

This is a full-time, exempt position with a competitive salary range of \$68,000 to \$75,000 annually. The range was established after a comprehensive market data analysis and industry benchmarks.

In addition to the base salary, we offer a comprehensive benefits package that includes, but is not limited to:

- Generous Paid Time Off (PTO), including the week between Christmas and New Year's Day
- Paid holidays
- Medical and dental insurance
- Flexible spending accounts
- 401k retirement plan

To Apply: Please submit a cover letter and resume to openings@joeandruffoundation.org

Joe Andruff Foundation is an Equal Opportunity Employer and encourages candidates of all backgrounds to apply for this position.