



Job Title: Executive Assistant

Reports To: President & CEO

Status: Exempt – Full-Time – Salaried - In-office

Position Summary

The Executive Assistant to the President & CEO serves as a trusted, highly organized, detail-oriented, and proactive partner who amplifies the CEO's effectiveness. This role is responsible for calendar leadership, meeting preparation, board and committee support, and high-discretion coordination across internal and external stakeholders.

The ideal candidate anticipates needs before they're voiced, exercises excellent judgment, and thrives in a fast-paced environment where priorities shift and confidentiality is essential.

Primary Responsibilities

Executive Support and Coordination

- Serve as a point of contact for scheduling requests, inquiries, and stakeholder coordination - routing appropriately and ensuring timely responses.
- Own day-to-day management of the CEO's calendar: scheduling, prioritizing, confirming, and adjusting meetings across internal and external stakeholders.
- Proactively manage overlapping calendar needs and recommend options for conflicts.
- Prepare the CEO for each day/week: briefings, agendas, and meeting plans; confirm locations, attendees, and materials.
- Coordinate CEO travel and community engagement logistics as needed (itineraries, confirmations, prep).
- Support the CEO in maintaining healthy boundaries and sustainable rhythms while ensuring responsiveness during high-demand periods.
- Maintain strong working relationships across staff teams and external partners, with diplomacy, tact, and clarity.
- Communicate confidently with community leaders, nonprofit executives, institutional partners, and vendors.

Meeting Planning and Preparation

- Create and maintain meeting preparation packets, including participant bios, relationship context, talking points, background memos, and relevant grant/partner history as appropriate. (In partnership with Communications as needed)
- Ensure agendas are in place, materials are distributed, rooms/technology are ready, and key stakeholders are briefed. (In partnership with Administration as needed)

- Track action items and commitments resulting from meetings; support follow-up communications and document storage and organization.

Board and Committee Support, As Needed

- Provide logistical and administrative support for Board of Directors and committee meetings
- Manage scheduling and coordination with board members, committee chairs, and staff liaisons.
- Support preparation and organization of board materials (packets, agendas, rosters, calendars, meeting details).
- Maintain high standards of professionalism in board communications and confidentiality.

Operational Support & Special Projects

- Assist with CEO special projects, event logistics, and time-sensitive coordination.
- Support administrative processes that improve the efficiency of the CEO's office and the organization (templates, memos, presentations, meeting cadences, filing systems).
- Collaborate with the CAO and operations/technology staff to strengthen systems, documentation, and operational rigor.
- Stand-in as backup to receptionist when needed
- Other duties as assigned

Key Competencies

- Exceptional organizational and project coordination skills
- High discretion, diplomacy, and diligence in managing confidential information
- Strong communication skills, both written and verbal
- Proactive problem-solving and time management
- Ability to manage multiple priorities in a fast-paced environment
- Strong interpersonal skills and relationship building skills

Minimum Qualifications

- Bachelor's degree or equivalent work experience
- 7+ years of executive support experience
- Excellent written and verbal communication skills
- Proven track record in project management, communications, and executive coordination
- High proficiency in Microsoft Office, PowerPoint, Excel and virtual meeting software
- Experience managing complex schedules, communications, and high-pressure environments
- Ability to operate with professionalism, discretion, and attention to detail
- Experience supporting boards or senior leadership strongly preferred
- Experience in event planning and external communications a plus

Physical & Work Environment Requirements

Based in the Wilmington office full time. Occasional evening meetings required. Must be able to sit for extended periods and lift up to 20 lbs. Standard business hours (8:30am to 5pm) with some flexibility based on other activities.

To Apply

- Send your resume and cover letter to careers@theendowment.org and add "Executive Assistant" to the RE line. The position will be posted until filled.