



# HEADWATERS™

FOUNDATION *for* JUSTICE

**Position Title:** Executive Assistant  
**Reports To:** President  
**Open Until:** August 15, 2021  
**Salary Range:** \$57,500 to \$69,000

## About Headwaters Foundation for Justice

We are a Minneapolis-based community foundation that serves grassroots organizing across Minnesota. We do this through grantmaking programs that invest in organizations and groups on the front lines of social change. Each of those programs invite people from the community to learn about and lead our grantmaking work. Since 1984, Headwaters has believed that the people who directly experience society's injustices are exactly the people who know the way to collective liberation. We prioritize work that is led by and for Black people, Indigenous people, and people of color.

Our mission is to amplify the power of community to advance equity and justice.

Our four core values are:

- **Advance Equity.** Our work supports movements and systems change that lead to individual resiliency and community power.
- **Demand Inclusion.** People who are most affected by inequity are often left out of decision-making work. We insist on changing that—nationally, regionally, and locally.
- **Transform Power.** We grow power through community-led grantmaking, donor education, and leadership development.
- **Trust in Community.** A community knows itself best, and its people need to lead the way to collective liberation. Our job is to listen to and support the solutions that will improve life for all Minnesotans.

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## Position Overview:

The Executive Assistant to the President supports the President and acts as a liaison to the Headwaters Board of Directors. This person will manage the President's calendar and other projects; make the President's travel arrangements; and prepare documents and other logistics for board meetings, among other duties. The Executive Assistant to the President, along with the whole Headwaters staff, creates a work environment that is open, welcoming, and respectful of the many communities we serve.

**Responsibilities:***Administrative and Operations 70%*

- Make sure the President's calendar is up to date; send meeting reminders as needed.
- Administrative support for the President: maintain paper and electronic filing systems, prepare meeting materials, coordinate meeting logistics, and take the lead on copy editing.
- Take care of day-to-day tasks and special projects.
- Front desk and reception duties: welcome guests, manage the Foundation's main phone and email accounts, process incoming mail, track and purchase general office supplies, oversee shared office calendar, and prepare office spaces for the President's meetings.
- Manage and process President's expense reports and credit card statements.
- Plan, schedule, and coordinate cross-department meetings.
- Provide back-up assistance to the Operations Team as needed.
- Help with organizational administrative support as needed.

*Board Administration 30%*

- Organize and send meeting packets prior to all Board meetings.
- Manage and prepare Board activities with the President: schedule meetings, prepare materials, manage meeting logistics, and record meeting minutes.
- Manage and update Raiser's Edge database to reflect current Board member roles, committees, and contact information.
- Retain, maintain, and manage the organization's Board information, both historical and current. Follow governance requirements for accurate record-keeping.
- Serve as first point of contact for Board members.

**Ideal Candidate Qualifications:**

- Five to seven years of work experience in an administrative support role.
- Five to seven years of project management experience.
- Strong organizational skills, including ability to skillfully handle multiple assignments and set priorities and procedures.
- Sharp attention to detail and strong follow-through.
- Must thrive in a high-paced, multi-faceted environment and be eager to contribute to a growing and evolving organization.
- Must be dependable, show a high degree of professionalism, exercise good judgement, and deal with confidential information with discretion.
- Ability to independently manage tasks with minimal supervision.
- Ability to apply critical thinking and problem-solving skills.
- Proficient computer skills including Microsoft Office Suite.
- High emotional intelligence and the ability to inspire trust in all situations,
- Experience with Raiser's Edge a plus.

**Current COVID-19 Circumstances**

Headwaters takes the safety and health of employees, their families, and adjacent communities seriously. That's why we observe the following COVID-19 policies:

- All employees currently work remotely from home and are required to have access to internet; Headwaters provides a monthly stipend to offset home office expenses.
- Staff meetings are held virtually using Zoom, Microsoft Teams, or other software platforms.

- Employee travel for conferences or professional development has been suspended for the duration of the fiscal year (July 2020 – June 2021).
- In-person meetings with donors, volunteers, or grantees have been suspended while COVID-19 circumstances are being monitored by an internal task force.

Starting in September Headwaters will implement new COVID-19 policies and staff will return to working in the office.

**Shared Expectations:**

- A commitment to the Headwaters mission and values.
- Willingness to advance strategic goals and outcomes set by the Board and the President.
- Self-motivation and flexibility.
- Compliance with all operating policies and procedures.
- Strong interpersonal skills.
- Willingness to be a productive member of a community of colleagues, respecting differences while working toward shared goals, comfort with periods of ambiguity and change, and constructive participation in ongoing organizational development.
- Ability to work with diverse communities across lines of class, race, ethnicity, sexual orientation, gender identity, and ability.
- Ability to work as part of cross-departmental teams on special projects.
- A sense of humor.

**Salary and Benefits**

Salary range \$57,500 to \$69,000. Excellent benefits package, including 100% of employee-only and 90% of employee plus family and dependent health and dental insurance; a 401K retirement plan with a five percent employer contribution after a 90-day probationary period; and a flexible spending account. Headwaters also offers generous time off for professional development, holidays, sick time, and vacation.

**Environment**

Headwaters Foundation for Justice is an equal employment opportunity/affirmative action employer. Women, BIPOC, LGBTQ people, and people with disabilities are encouraged to apply. Regular work hours are weekdays 9 a.m. to 5 p.m. Some evenings and weekends required.

**To Apply**

Submit your cover letter and resume in an email with Executive Assistant in the subject line to Human Resources at [hiring@headwatersfoundation.org](mailto: hiring@headwatersfoundation.org). Applications will close August 15, 2021.