

Executive Assistant to the President and CEO Job Opening

Organizational Information:

The mission of the Medical College of Virginia Foundation (“MCV Foundation”) is to support and foster VCU Health and VCU Health Sciences through philanthropy, stewardship, innovation, communications, and collaboration. Since 1949, MCV Foundation has supported the MCV Campus, a nationally recognized urban academic health center in downtown Richmond.

The MCV Foundation’s campus partners include: VCU College of Health Professions, VCU School of Dentistry, VCU School of Medicine, VCU School of Nursing, VCU School of Pharmacy, VCU School of Population Health, VCU Massey Comprehensive Cancer Center and VCU Medical Center. The MCV Foundation currently manages more than \$1 billion in assets to ensure that the VCU Health Sciences Campus remains at the forefront of excellence and innovation in patient care, education, and research.

Position Summary:

The primary point of contact for internal and external constituencies on all matters pertaining to the President. This position acts as a liaison to the board of trustees, and foundation staff, and is responsible for organizing and coordinating executive outreach and external relations efforts, including overseeing special projects.

Duties/Responsibilities:

- Executive Support: Completes a broad variety of administrative tasks for the President including:
 - managing an extremely active calendar of appointments;
 - soliciting, or processing and preparing background materials for review in advance of meetings;
 - completing expense reports;
 - composing and preparing correspondence that is sometimes confidential;
 - arranging complex and detailed travel plans, itineraries, and compiling documents for travel-related meetings;
 - drafts agendas for the President’s meetings with various constituents, colleagues, etc.
- Communicates directly, and on behalf of the President, with Board members, donors, Foundation staff, and others, on a variety of matters; communicates with the President on behalf of the staff.
- Researches, prioritizes, and follows up on incoming issues and concerns addressed to the President, including those of a sensitive or confidential nature. Determines appropriate course of action, referral, or response.
- Tracks and follows up on all projects/requests for the President; ensures tasks are completed in a timely fashion.
- Provides leadership to build relationships crucial to the success of the organization, and manages a variety of special projects for the President.
Prioritizes conflicting needs; handles matters expeditiously, and follows-through on projects to successful completion, often with deadline pressures.

- Manages, coordinates and schedules President’s outreach activities, committee meetings, and arrangements with attention to accuracy, detail, and allocation of time to promote productivity and recognizes the need to reprioritize as appropriate.
- Manages Board Chair’s calendar, activities, and committee meetings.
- Manages information flow. Coordinates appropriate materials for meetings, appointments, and presentations.
- Compiles, creates, and maintains various reports, databases and charts using project management and other software applications that may require an advanced level of expertise.
- Maintains a high level of integrity and discretion in handling confidential information and professionalism in dealing with people inside and outside the Foundation.
- Prepares Word, Excel, PowerPoint presentations, agendas, reports, special projects, and other documents in support of the President and objectives for the organization.
- Organizes, plans, coordinates, oversees, and executes all Board of Trustees and former Trustees functions, communications, and events – Quarterly Board of Trustee meetings and Committee meetings to include:
 - agenda development,
 - communication of content such as meeting materials,
 - follow-up communications/action item tracking,
 - coordination of presenters, timelines and preparation of meeting minutes,
 - Board social and educational events, annual Trustee paperwork and term letters.
 - Serves as main point of contact for Trustees,
 - Drafts meeting minutes for 3 committees, 2 task forces, 3 standing subcommittees, and any ad hoc subcommittees,
 - Coordinates preparation of quarterly Board of Trustees report from the President and sends to trustees.
- Organizes, plans, coordinates, oversees, and executes annual dinner and awards ceremony.
- Maintains an updated database including details for all Trustees (currently 37) and former Trustees, 7 Standing Committees, and 2 Task Forces. Manages and trains new Trustees on the web platform OnBoard.
- Provides additional support to foundation leadership team as needed.
- Assists in the implementation of the strategic plan. Creates timelines, updates materials, monitors progress, and assigns tasks for Foundation leadership and Committees.
- Pulls information from the Customer Relationship Management (CRM) database, Blackbaud, and creates database reports as needed.

Required Skills/Abilities:

- Must possess exceptional written, verbal, and interpersonal communication skills.
- Adept at working effectively across cultural boundaries.
- Proficient with Microsoft Office applications (Including heavy calendar management in Outlook) and domestic travel arrangements.
- Attention to detail and strong organizational skills required
- Works independently on projects and able to juggle priorities
- Performs under pressure and handles a wide variety of activities
- Ability to exercise good judgment in a variety of situations
- Must be able to maintain confidentiality

Education and Experience:

- At least 5 + years of experience assisting at an executive level.
- Proficiency using Microsoft Office applications: Outlook, Word, Excel, PowerPoint.
- Prefer experience with project management software.

This full-time, exempt position is located in our offices in Richmond, Virginia. The Foundation offers a very competitive total compensation and benefits package.

MCV Foundation is an equal opportunity employer. Qualified applicants will be considered without regard to race, traits historically associated with race, color, physical or mental disability, medical condition, age (40 or older), marital status, religion/creed, national origin or citizenship, political activity or affiliation, veteran status, military status, genetic information, sexual orientation, sex or gender (which gender identity or expression, pregnancy, childbirth or related medical conditions), taking or requesting statutorily protected leave, or any other basis prohibited by law.

Please send your resume and/or cover letter to Sara Curry, our Director of Human Resources, at sara.curry@vcuhealth.org for consideration.