



Executive Assistant to the President and CEO Job Description

Introduction and Mission

The Episcopal Church Foundation (ECF) is a non-profit organization that helps build, vitalize, and transform Episcopal faith communities, focusing on finance, formation, and resources. Established in 1949 as an independent, lay-led foundation with a self-directed endowment, ECF serves Episcopal organizations (churches, dioceses, schools, and related non-profits), Episcopal constituents (parishioners, ministry leaders, scholars, donors), and other related faith-based groups.

The ECF Endowment Management program partners with a third-party investment partner to offer a range of investment options for Episcopal organizations. These range from individually managed accounts tailored to risk tolerance and spending needs, to pooled funds for smaller or emerging endowments. In addition to portfolio management, Endowment Management offers governance guidance, assistance with investment and endowment policies, and prioritizes responsive client service for busy volunteer boards. Endowment Management also oversees individual charitable gifts, including life income gifts, trusts, and other complex gifts, for the benefit of charitable recipients, such as Episcopal and other related faith-based organizations.

The Foundation provides formation and resources through various charitable programs, such as the Fellowship Partners, which grants 3-year fellowships to emerging Episcopal scholars and ministry leaders; Vital Practices, a digital resource center serving Episcopal faith communities; and the Diocesan Vitality Initiative, a process and structure designed to guide Episcopal dioceses in navigating adaptive change.

The Foundation cultivates philanthropic support and raises funds for its non-fee-based charitable services and operating expenses through contributions from individual donors and Episcopal faith communities, as well as through grants from philanthropic organizations. The Foundation also manages a Donor Advised Fund (DAF) program designed to support Episcopalians in achieving their philanthropic plans.

OVERVIEW

The Executive Assistant to the CEO provides high-level administrative and project support to the President and CEO of the Episcopal Church Foundation, ensuring



efficient operations and enabling the CEO to focus on strategic leadership and organizational priorities. This role serves as a critical liaison among the CEO, internal teams, external stakeholders, and the board. The ideal candidate is highly organized, proactive, discreet, and capable of managing multiple priorities in a fast-paced nonprofit environment. This is an individual contributor role reporting directly to the CEO.

Reports To: President and CEO

Position Type: Full-time, Individual Contributor

Location: In-person from ECF's Manhattan office, Monday through Friday

Executive Assistant to the President and CEO Job Description

Primary responsibilities:

Executive Support & Calendar Management:

- Manage and maintain the CEO's complex calendar, including scheduling internal and external meetings, board meetings, donor engagements, and travel.
- Coordinate meeting logistics, prepare agendas, distribute materials in advance, and ensure the CEO is prepared for all commitments with necessary briefing materials.
- Anticipate scheduling conflicts and proactively resolve competing priorities.

Communication & Correspondence:

- Serve as the primary point of contact between the CEO and internal/external stakeholders.
- Screen, prioritize, and respond to phone calls, emails, and other correspondence on behalf of the CEO.
- Draft, edit, and proofread professional correspondence, memos, reports, and presentations.
- Manage confidential and sensitive information with the highest level of discretion.

Travel & Logistics Coordination:

- Plan and coordinate travel, except flights, and including accommodations, ground transportation, and detailed itineraries.
- Prepare comprehensive travel packets with meeting schedules, contact information, and relevant documents.
- Manage travel expense reporting and reimbursements, as needed.

Board Relations & Meeting Support:

- Act as the CEO's administrative liaison to the Board of Directors, organizing board meeting logistics, coordinating travel, and managing administrative communications and recordkeeping.
- Solicit and prepare board materials in BoardEffect software, presentations, and reports.
- Track attendance and follow-ups

Document & Data Management:

- Develop and maintain efficient filing systems for both digital and physical documents.
- Handle data entry and maintain accurate databases using Salesforce and other ECF systems.

Stakeholder Relationship Management:

- Serve as Administrative liaison with the Board of Directors.
- Serve as Administrative liaison with dioceses, parishes, donors, and other Episcopal leaders.
- Build and maintain positive relationships with key stakeholders. Represent the organization professionally in all interactions.
- Document relationships, meetings, and events in ECF CRM.

Office & Administrative Operations:

- Process expense reports and maintain accurate financial records.
- Provide backup support to other team members, as appropriate.

Communications Support:

- Manage organizational communications for the Office of the President, including support for internal/external communications, and donor/funder relations as needed.

Requirements:

- A bachelor's degree required.
- Minimum of 5-7 years of progressive administrative experience supporting C-level executives, preferably in nonprofit organizations. Experience in foundation, philanthropic, or church-related organizations strongly preferred.
- Required Church-Specific Knowledge: The stated requirement for a deep understanding of the Episcopal Church's structure, mission, and values.
- Exceptional organizational skills with meticulous attention to detail.
- Superior time management and ability to prioritize competing demands.
- Outstanding written and verbal communication skills.



EPISCOPAL CHURCH FOUNDATION
Transforming Ministry

- Strong problem-solving abilities and sound judgment.
- Ability to exercise discretion, multitask, and maintain confidentiality.
- Proactive and anticipatory approach to work.
- Strong interpersonal skills and ability to build relationships at all levels.
- Collaborative team player with a positive, can-do attitude.
- Cultural competency and ability to work with diverse stakeholders.
- Resourceful and creative problem-solver.
- Exceptional follow-through.
- Willingness to learn about Episcopal faith communities and commitment to the Foundation's mission of building, vitalizing, and transforming Episcopal organizations.

Technical Skills:

- Advanced proficiency in Microsoft Office Suite (Outlook, Word, Excel, PowerPoint). Experience with Google Workspace (Gmail, Calendar, Drive, Docs, Sheets).
- Working knowledge of Salesforce or other CRM systems.
- Proficiency with video conferencing platforms (Zoom, Microsoft Teams).
- Experience with project management tools.
- Ability to quickly learn new software and technology platforms (BoardEffect, etc).

Work Environment & Schedule

In-person, salaried position at the Manhattan office of the Episcopal Church Foundation

- Some evenings and occasional travel required
- Collaborative in-person and virtual team environment with regular video conferencing across the organization
- Individual contributor role with significant staff, Board, client, and other stakeholder interaction and no management responsibilities

Core Competencies for Success

1. **Precision:** Maintaining flawless accuracy in calendar management, correspondence, board materials, and data entry across multiple systems



EPISCOPAL CHURCH FOUNDATION
Transforming Ministry

2. **Reliability:** Consistently meeting deadlines, following through on commitments, and providing dependable support that enables the President and CEO to focus on leadership of the Foundation
3. **Discretion:** Exercising sound judgment and maintaining strict confidentiality when handling sensitive information, stakeholder relationships, and executive communications
4. **Proactivity:** Anticipating the President and CEO's needs, resolving scheduling conflicts before they arise, and taking initiative to streamline flow of communications/meetings and support strategic priorities
5. **Adaptability:** Flexibly managing competing priorities, handling high-volume requests, and pivoting seamlessly between tasks in a fast-paced nonprofit environment

Benefits and working at the Episcopal Church Foundation

The Foundation offers a competitive compensation package including comprehensive health benefits, retirement plan contributions, paid time off, professional development opportunities, and a supportive work-life balance in a mission-driven environment.

For employees based in NYC or the tri-state area, the Foundation has an office in Manhattan available for those who enjoy working in an in-person, collegial environment. This role must be performed in-person in NYC.

Compensation

The salary range for this position is \$75,000 - \$90,000 annually for candidates based in New York and the tri-state area (New York, New Jersey, Connecticut).

Final compensation will be determined based on experience, qualifications, and location.

Application Instructions

Please submit your application which includes your resume, cover letter, and application using [this link](https://bit.ly/4pG00Vn) - <https://bit.ly/4pG00Vn>

The Episcopal Church Foundation is an equal opportunity employer committed to building a diverse and inclusive workforce. We encourage applications from candidates of all backgrounds and experiences.



Last updated: December 17, 2025