First Peoples Fund

Positions Description

Position Title: Executive Assistant
Department: Organizational Leadership
Reports to: President
Job Type: Full-time Regular / Exempt
Salary: $45,000 per year minimum + comprehensive benefits package
Location: Rapid City, SD

ORGANIZATION

First Peoples Fund is a national non-profit organization founded in 1995. Its mission is to honor and support the Collective Spirit® of First Peoples artists and culture bearers. Collective Spirit® is that which manifests a self-awareness and sense of responsibility to sustain the cultural fabric of a community. Collective Spirit® moves each of us to stand up and make a difference, to pass on ancestral knowledge and simply extend a hand of generosity. First Peoples Fund recognizes the power of art and culture to bring about positive change in Native communities, beginning with individual artists and their families.

POSITION SUMMARY

Reporting directly to the President, the Executive Assistant provides direct support to the President and serves as the primary point of contract for the President on all communications external and internal. The Executive Assistant also serves as a liaison to the board of directors; organizes and coordinates executive outreach; and oversees special projects. They strategically manage the President's schedule and communications, reviewing and prioritizing all incoming information for the President and making sure internal and external meetings are scheduled with the right people to ensure adequate consultation and to move projects and strategic goals forward.

The Executive Assistant will have the ability to adeptly manage and work independently on projects, from conception to completion, and must be able to work under pressure at times to handle a wide variety of activities and confidential matters with discretion. The ideal candidate will have superior administrative skills, with a keen eye for detail and building relationships.

DUTIES AND RESPONSIBILITIES:

Executive Support

● Assists the President with day-to-day organization, completing a broad variety of administrative tasks;
● Maintains the President's calendar and schedules appointments and meetings.
● Follows up on contacts made by the President and supports the cultivation of ongoing relationships.
● Documents key interactions with funders and other partners in Salesforce on behalf of the President.
● Tracks and responds to incoming correspondence. This includes reviewing emails for the President and when appropriate, providing recommendations on actions to be taken. Drafts responses for President's signature.
● Working with appropriate staff to organize and prepare briefing and background materials for meetings; including the creation and adaptations of presentations to be made by the President.
● Ensures the President is informed of deadlines and keeps them well- informed of commitments and responsibilities, following up and following through appropriately.
● Arranges complex and detailed travel plans, itineraries and agendas.
● Submits the President's reimbursements for travel and business expenses on a timely basis.
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- Researches, prioritizes, and follows up on issues and concerns addressed to the President, including those of a sensitive or confidential nature. Determines appropriate course of action, referral, or response.
- Coordinates with senior management and staff to execute special projects as needed, and develops and maintains project tracking systems for the President.
- Prioritizes conflicting needs; handles matters expeditiously, proactively, and follows-through on projects to successful completion, often with deadline pressures.
- Maintains an organized digital filing system.

Board Support & Liaison
- Serves as the President’s administrative liaison to First Peoples Fund’s Board of Directors & board committees, maintaining discretion and confidentiality in relationships with all board members.
- Provides staff support to the Board chair and committee chairs to plan and coordinate board meetings and committee meetings.
- Assists the leadership team and President in preparing and distributing materials before meetings and manages First Peoples Fund’s Board documents (past and present), ensuring they are accurate and up to date.
- Takes minutes at Board and committee meetings; Tracks action items from meetings, correspondence, emails, and other sources.
- Coordinates in-person Board meeting logistics and assists board members with First Peoples Fund related travel arrangements, lodging, and meal planning as needed.

Organizational Support
- Assists in coordinating the agendas of senior management team meetings, all-staff meetings, special meetings and in-person retreats.
- Participates in organizational activities, meetings and duties as assigned.
- With the First Peoples Fund team, contributes ideas for systems development, improvement and implementation that can strengthen the organization’s operations.
- Participates in appropriate professional development that ensures the continued ability to support the organization’s internal and external commitments, supporting inclusion and cultural relevance.
- Adheres to all FPF Policies.
- Performs other duties as assigned.

EDUCATION, KNOWLEDGE, SKILLS, ABILITIES, and PHYSICAL REQUIREMENTS
- Bachelor’s degree preferred or at least four years administrative experience in a related field.
- Three to five plus years experience supporting an executive or comparable combination of education and experience preferably for a nonprofit and/or Native organization.
- Broad knowledge of tribal communities and cultures across the US.
- An understanding and awareness of the Native arts and culture field.
- Exceptional communication skills, both verbal and written.
- Experience and interest in internal and external communications, partnership development, and relationship-building.
- Strong interpersonal skills with the ability to take initiative, multi-task, be a team-player, be flexible, adapt to shifting priorities, and prioritize work.
- Ability to work proactively within a collaborative, virtual team environment. Works well under tight deadlines, responding quickly to rapidly changing demands in an often fast-paced environment.
- Exceptional ability to prioritize assigned tasks, solve issues as they arise and anticipate the President’s support needs.
- Ability to handle sensitive and confidential situations with diplomacy.
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- Demonstrated writing and analytical skills.
- Excellent organizational skills, commitment to accuracy and incredible attention to detail.
- Ability to solve problems and identify opportunities.
- Ability to access a wide range of sources and networks for information.
- Good judgment and ability to function independently.
- Strong scheduling and calendar management.
- Highly experienced in electronic communications.
- Proficiency in cloud based platforms (G-Suite, Project Management, video conferencing).
- Experience with customer relation management (CRM) systems (ie Salesforce) preferred.
- Flexibility in schedule to provide assistance outside of normal business hours, if needed.

To apply please email a cover letter and resume to info@firstpeoplesfund.org with the position title in the subject line.