



EXECUTIVE ASSISTANT – Leadership Support

Are you the kind of person who keeps everyone else organized? Do you get satisfaction from helping other people get out the door, well-prepared for their day of meetings and presentations? Do you enjoy juggling calendars, appointments and scheduling, so that each day flows smoothly? Do you like keeping track of people's projects, monitoring deadlines and tracking progress, so that everything gets done on time, well?

Are you enthusiastic? Discerning? A self-starter who takes direction well? Do you like working independently, as well as in small teams? Can you balance the big picture and manage all the little details? Can you work in an historic legacy building in a window office with a terrific view of downtown West Chester, at a heritage desk with a powerful computer system? Have you volunteered or worked with nonprofit charities, and value their role in strengthening our community?

Position Summary

The Chester County Community Foundation seeks a highly organized, detail-oriented professional to provide executive, operational, and governance support to the President/CEO and Chief Impact Officer. This role is critical to ensuring smooth day-to-day operations, effective board engagement, and impactful grantmaking and community initiatives.

Reporting to the President/CEO and also supporting the Chief Impact Officer, the Leadership Support Executive Assistant:

- Coordinates calendars & provides comprehensive meeting support for a varied constituency
- Proofreads all outgoing materials (print and electronic) for the highest standards of clarity and professionalism
- Supports the Board of Directors, Committees, and Task Force needs, as directed by the President/CEO
- Supports organizational reporting, operational excellence and impact through project management tracking
- Supports grant proposal intake, processing and analysis, as directed by the Chief Impact Officer

Key Responsibilities

- Manage executive calendars, meetings, and events, ensuring leadership is well-prepared with materials and briefings
- Coordinate logistics for internal and external meetings, including scheduling, space, and vendor support
- Maintain and distribute the organization-wide events calendar
- Proofread and quality-check communications to ensure accuracy, clarity, and brand alignment
- Support Board of Directors and committees by coordinating meetings, preparing materials, and recording minutes
- Maintain corporate records and ensure compliance with governance policies and documentation standards
- Track organizational priorities and projects, ensuring follow-up, reporting, and alignment with strategic goals
- Support data integrity and reporting across CRM and internal systems to inform decision-making and continuous improvement
- Administer grant intake and review processes, ensuring accurate records and smooth coordination of proposal evaluations
- Organize grant panel meetings and maintain documentation on nonprofit partners and community impact
- Respond to grant-related inquiries and support overall grantmaking operations
- Conduct research to support fundraising and community engagement efforts
- Support stewardship of fund advisors and represent the Foundation at events and community engagements

The Chester County Community Foundation connects people who care with causes that matter, so their legacy philanthropy makes a difference now and forever. We work with major donors, estate planning attorneys, CPAs, nonprofits, and community leaders to help strengthen our regional community through inspired philanthropy.

Preference is given to candidates with

- A passion for the power of philanthropy, Chester County’s charitable sector, and social justice.
- At least a Bachelor's degree in Business Administration, Public Administration, Nonprofit Management, Communications, or a related field
- 3+ years of administrative experience supporting senior leaders
- Experience providing board governance support, including preparing board minutes and governance documents
- Advanced proficiency in Microsoft Office Suite (Word, Excel, PowerPoint, Outlook)
- At least a moderate proficiency with inter-relational databases and CRM systems
- Strong writing and editing skills with the ability to adapt tone for diverse audiences and channels
- Exceptional verbal communication skills with ability to interact professionally with variety of internal and external stakeholders
- Strong analytical and research capabilities with ability to synthesize complex information
- Excellent organizational and time management skills with ability to independently prioritize multiple competing demands
- Demonstrated ability to handle sensitive and confidential information with utmost discretion

To Apply

If all of this describes you, please apply. This full-time position works from our historic Lincoln Building headquarters in West Chester PA. The salary for this position ranges from \$45-\$50,000 and includes a full benefits package with comprehensive medical and dental coverage, 401(k) match, professional development opportunities, and a generous holiday and paid leave policy.

Please e-mail cover letter, resume with LinkedIn URL, salary requirements, availability to commence employment, to hiring@chescocf.org or via indeed at <https://www.indeed.com/job/executive-administrative-assistant-leadership-support-officer-79aa6288cc3510a4>. Applications will be considered as they are received, and the position may be filled at any time.

