



Special Assistant to the CEO

Are you ready to unleash your power in supporting an organization driven by justice, love, and a clear vision for social change? Do you want to be at the center of connecting grassroots leaders, convening decision-makers, and influencing policy and system changes to improve the lives of Latinos? Do you value leading from a place of strength and pursuing excellent? Are you willing to serve, collaborate, and support others in advance a collective vision? If so, this might be the opportunity of a lifetime for you!

ABOUT THE LATINO COMMUNITY FOUNDATION: LATINOS ARE A FORCE. The mission of the Latino Community Foundation (LCF) is to unleash the civic and economic power of Latinos in California. We are the only statewide foundation solely focused on investing in Latino leaders.

We fulfill our mission by building a movement of civically engaged philanthropic leaders, investing in Latino-led organizations, and increasing civic and political participation by Latinos in California. Our work is driven by [our core values](#). Among them is trust that community leaders who are closest to the issues are best suited to lead the necessary solutions to drive lasting change. We are also committed to leading from a place of strength—highlighting the assets and diverse contributions of Latinos in California.

We are at a pivotal stage of growth. Today, LCF leads the largest network of civically engaged Latino philanthropists in the country and has established the first-ever Latino Nonprofit Accelerator. LCF is leveraging its unique role as a grant maker, convener, and advocate to activate a network of changemakers committed to increasing civic engagement and economic mobility for Latino youth and families. Please visit the www.latinocf.org for more information.

ABOUT THE POSITION: The Latino Community Foundation (LCF) seeks a Special Assistant to the CEO to join our team during an exciting time of growth. This is a unique opportunity to work alongside a visionary and transformative leader. The Senior Executive Assistant will contribute directly to LCF's initiatives, liaise with and learn from key leaders, and gain invaluable exposure to all aspects of LCF's work. The position requires exceptional writing, research, interpersonal, project management, and technology skills.

The Special Assistant to the CEO will report to the CEO. The successful candidate will be passionate about the mission of LCF and support the CEO in advancing the vision and delivering results. The candidate will thrive in a dynamic, fast-paced professional environment with a leadership team committed to excellence and integrity. Highly organized, detail-minded, and action-oriented, the candidate will manage the CEO's calendar, serve as a liaison between the CEO and key stakeholders, follow-through with timely deliverables, and support the core operations to maintain an efficient, collaborative culture at LCF.

Individuals committed to service, driven by justice, and who rise by lifting others should apply.

KEY RESPONSIBILITIES:

- Lead efforts to keep CEO informed, organized, and prepared to advance the mission of LCF.
- Filter and attend to the day-to-day administrative functions of the organization so that the CEO can focus on high-level leadership and strategy functions.
- Manage CEO's calendar, coordinate details before and after meetings, and execute the timely follow-up for commitments made at meetings.
- Daily manage CEO's calendar of events with foresight and a focus on priorities as identified in collaboration with CEO. Communicate changes and proactively triage on the CEO's behalf.
- Organize and prepare for meetings, including gathering information from communications and senior staff and attend to logistics of meetings.
- Coordinate travel arrangements and manage logistics, including reservations for flights, hotels, ground transportation, and arranging meeting locations when needed.
- Draft, review, and send communications on behalf of CEO.
- Answer and respond to phone calls, communicate messages and information to CEO.
- Work with philanthropy team to prepare briefings on prospective donors prior to key meetings.
- Lead with LCF's values to cultivate relationships with funders, partners, and government officials.
- When appropriate, travel with CEO to support and elevate LCF mission.

Internal Communications

- Support bi-weekly Senior Team meetings.
- Work closely with Senior Communications Manager to execute internal communications strategy (i.e., assist with staff newsletters).
- Manage and help CEO and Senior Team plan and lead productive bi-monthly staff meetings.

Event Coordination and Support

- Provide support in the coordination and planning of signature events at LCF. Create an effective process to curate and maintain list of venues, cultural performers, catering services, and other event related services.
- Oversee the logistics of meetings led or attended by the CEO, including welcoming guests, ordering food, coordinating event set-up, communicating with staff, supporting attendee and speaker requests, and working with Operations Manager to execute post-event logistics.

Governance Support

- Coordinate and schedule Board and Committee meetings.
- Prepare, maintain, and archive governance documents, including Board and committee minutes, committee charters, and resolutions.
- Manage production of quarterly Board Book and Committee materials.
- Serve as liaison between CEO and Board.
- Support Trustees in performing their responsibilities and communicate key events and dates.



PREFERRED QUALIFICATIONS:

At least five years of relevant professional experience, including project management and executive-level support. Excellent verbal and written communication skills. Demonstrates sound judgment and discretion. Commitment to pursue excellence, manage details with integrity, and maintain confidentiality. Creative and organized with exceptional time management and multi-tasking skills.

Other important qualifications and attributes:

- Passionate about LCF's mission and values.
- Relationship builder.
- Curious and teachable, open to feedback, and confident in managing up.
- Thrives in fast-paced environment and able to work effectively under pressure.
- Results driven with an innate ability to wisely prioritize goals and daily tasks.
- Tech savvy with proficiency in Microsoft Office, conferencing, and Salesforce knowledge.
- Collaborator who leads with grace and a positive attitude.
- Humility and a sense of humor are highly valued!

Compensation

LCF is prepared to offer an attractive compensation package, including a competitive base salary as well as health, 401(k), and vacation benefits based on experience. Position is in the Bay Area with travel throughout California.

LCF is proud to be an Equal Opportunity Employer. Employment with LCF is based solely on qualifications and competence for a particular position, without regard to race, color, ethnic or national origin, age, religion, creed, gender, sexual orientation, disability, or marital, military. We strongly encourage people of diverse backgrounds to apply. Trans-identified, gender non-conforming, and non-binary candidates are encouraged to apply.

TO APPLY

Interested applicants should send a resume and cover letter to Maria Zayas Carnes at mcarnes@latinocf.org. We thank you for your interest in career opportunities with the Latino Community Foundation (LCF). Due to high volume, only those candidates selected for an interview will be contacted. Candidates selected for advancement may be asked to participate in several rounds of interviews. If you require reasonable accommodation to participate in our application process, please let us know.

