



## Executive Assistant Office of the president/ CEO

### **GFD**

GFD was created by a passionate group of bereavement service professionals in 1961. GFD has since evolved into a vibrant, Members based organization that has expanded to include bereavement professionals across Canada. Whether we're investing & monitoring bereavement funds, providing exceptional Member support, or helping the public understand and pre-plan their last wishes, GFD is dedicated to the growth and vitality of the Canadian bereavement sector.

Our staff is dedicated to developing products and services that our Members use to grow their business while serving their communities. Our mission is to provide the bereavement professional with solutions to support, promote and secure their future business.

### **The position**

Reporting directly to the President and CEO, the Executive Assistant to the President/CEO provides executive, administrative, and development support to the President and Board of Directors, as well as the Senior Leadership Team (SLT) and HR. The Executive Assistant serves as the primary point of contact for internal and external constituencies on all matters pertaining to the President. The Executive Assistant serves as a liaison to the Board of Directors and senior management teams; organizes and coordinates executive outreach and external relations efforts; and oversees special projects.

### **Responsibilities**

- 1- Assists the President/CEO with daily administrative duties and completes a broad variety of administrative tasks that include managing an active calendar of appointments; completing expense reports; composing and preparing correspondence; arranging complex and detailed travel plans, itineraries and agendas and compiling documents for meetings.

- 2- Communicates with the general staff on the President/CEO's behalf and coordinates logistics with high-level meetings both internally and externally. Coordinates meetings and strategic activities with the SLT, The Management Team (TMG), and members of PRB staff.
- 3- Communicates directly and on behalf of the President/CEO with Board members, Members, staff, and others on matters related to programmatic initiatives as directed.
- 4- Conducts research on prospective members, clients, foundation resources to identify and evaluate current needs and assembles materials needed for business development.
- 5- Drafts reports, letters of solicitation, proposals; prepares and coordinates oral and written communication internally and externally.
- 6- Supports President/CEO in external commitments related to GFD, including service on external boards, committees and other groups , Processes , analyses and reports GFD membership relations and needs

### **HR Support**

8. Administratively supports HR relations and projects between the President office and HR director (recruiting support, documents formatting, surveys set up and other administrative tasks), drafts emails and other GFD correspondence as directed.

### **Board Support and Liaison**

9. Serves as the President's administrative liaison to the Board of Directors and manages Board activities, which include coordinating semi-annual Board meetings and dinners; semi-annual Board staff lunches/receptions/new Board member orientations; arranging hotel accommodations for out-of-town Board members; processing travel reimbursement requests; and compiling, assembling, and distributing Board meeting materials. Research potential Board members for the Nomination Committee.

10. Coordinates Executive, Finance, Governance & Nominating, and Audit Committee meetings, maintains confidential files and contact information; coordinates meetings, conferences, and committees both on and off site to support the President's agenda.

11. Maintains Board portal (Directors Desk).

## **Management Liaison**

12. Participates as an adjunct member of the SLT including assisting in scheduling, attending meetings. Represents the President in designated meetings as required.

13. Assists in coordinating the agenda of senior management team meetings. Prepares an account of the meetings and designates and follows up on assigned action items.

## **Secondary Responsibilities:**

- Performs other duties as assigned.
- Oversees the training and support of GFD's Program Assistants, interns and coop hires
- Provide assistance as needed to different operations to include but is not limited to, answering phones, accepting package and other deliveries, lunchtime relief, and greeting and signing in visitors/guests.

## **Accountabilities**

- Position reports to the President/CEO and works directly with the Board of Directors.
- Works directly with the Board Executive and Finance Committees.
- Works directly with senior level staff and HR both internally and externally.

## **Experience & Education:**

- Bachelor's degree or equivalent experience with social sciences background and an interest in investment and finance sector.
- Understanding of the bereavement sector operations preferable
- Strong organizational skills that reflect ability to perform and prioritize multiple tasks seamlessly with excellent attention to detail.
- Seven to ten years providing support for upper-level management in a related organization (i.e., population, social sciences, public health and Not for profit sector ).

## **Skills and Abilities**

- Strong interpersonal skills and the ability to build relationships with stakeholders, including staff, board members, external partners and donors.
- Previous experience working with development and fundraising programs to increase donor contributions and funding sources.
- Proficiency in Windows, including MS Word, EXCEL and PowerPoint; fundraising data management systems knowledge helpful.
- Ability to learn new software such as NetSuite and Director's Desk board portal.
- Ability to conduct research and present data in a succinct and well-written manner.
- Ability to work independently and with professional discretion.
- Excellent writing, editing, grammatical, organizational, and research skills.
- Ability to work with a broad range of people including major donors, Board members, foundation staff, colleagues of the president/CEO and staff, and others.
- Knowledge of other languages and international customs is an asset; knowledge of French is an asset
- Excellent management, time-management, and problem-solving skills.

Please forward your Resume and a cover letter highlighting your qualifications and skills as needed for the position indicating your salary expectations, to: [wes@gfd.org](mailto:wes@gfd.org)

GFD is an Equal Employment Opportunity Organization.