

THE CONRAD PREBYS FOUNDATION

Job Description: Executive Associate

About the Conrad Prebys Foundation

The Mission of The Conrad Prebys Foundation is to improve quality of life—primarily in San Diego County—through the distribution of grants to support medical research, healthcare, higher education, visual & performing arts, youth development, animal conservation, and other charitable purposes consistent with Conrad Prebys’s history of philanthropy during his lifetime.

From Indiana, Conrad Prebys moved to California with \$500 in his pocket and a dream. Over the following decades, he built a real estate empire as one of the largest private owners of residential multi-family properties in San Diego County.

During his later years, Conrad became dedicated to the community through his work with charities, donating over \$350M to organizations devoted to healthcare, medical research, visual & performing arts, higher education, youth development, animal conservation, & more. To ensure his vision extended beyond his life, Conrad created The Conrad Prebys Foundation to perpetuate his commitment to philanthropic endeavors in San Diego.

The Conrad Prebys Foundation launched its first competitive grant cycle this winter and is now hiring for a few key positions to complement its small team. In 2021, The Foundation will process over \$45M in grants to several hundred nonprofit organizations.

Position Summary

The Executive Associate position provides high-level administrative support to the Executive Director, Director of Operations, and Director of Grantmaking. Competitive applicants will be experienced in multi-tasking in fast-paced environments, with strengths in working independently, prioritizing with multiple stakeholders, and maintaining high levels of professionalism and confidentiality. This position is an outstanding opportunity for someone passionate about impactful community transformation to learn about the fields of philanthropy and grants management, while gaining technical skills in Blackbaud and a variety of other software platforms.

This full-time (40 hours per week), nonexempt position will report to the Director of Operations and is based in San Diego, California. During the COVID-19 pandemic, all staff of The Conrad Prebys Foundation are working remotely with occasional office visits for administrative purposes. Once the office reopens, the position will transition to an in-office position, Monday – Friday, 8:00 am – 5:00 pm, with a 1-hour lunch break.

Primary Responsibilities

- Executive Director Support
 - Accept and manage incoming calls for the Executive Director
 - Manage the Executive Director’s calendar, including scheduling meetings with Board members, staff members, grantees, and other stakeholders; set up meetings utilizing Microsoft Outlook, Microsoft Bookings, and Zoom
 - Take meeting minutes and track tasks/follow-up for internal staff meetings and other meetings involving the Executive Director and/or Foundation staff, as needed
 - Manage the Executive Director’s in-town and out-of-town travel arrangements

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- Reconcile expenses for the Executive Director, including keeping track of receipts and submitting proper forms to Accounting for credit card reconciliation and reimbursements
- Draft communications (including email correspondence, thank you notes, talking points, etc.) on behalf of the Executive Director, as needed
- Office Administration
 - Answer the main Foundation phone line and greet guests who visit the office (once office reopens)
 - Oversee the info@conradprebysfoundation.org mailbox for transmission of correspondence and reply or triage as necessary
 - Oversee office supply orders for the staff
 - Process and distribute mail daily (weekly while staff are working off-site)
 - Manage office maintenance requests and scheduling (i.e. cleaning, plant maintenance, installations, etc.)
 - Oversee preparation for all Board and Committee meetings, retreats, and trainings, including creating PowerPoint presentations for the Executive Director and Grantmaking team, as well as preparing the Board room (once we are meeting again in person) with proper AV equipment and comfort items (waters, snacks, etc.)
 - Assist in management of Foundation files, including digitalizing historical files and organizing files within the Egnyte cloud-based file server
- Grants Administration
 - Enter meeting summaries in the Blackbaud Grantmaking database for all applicant/grantee meetings and phone calls involving the Executive Director
 - Perform data entry in Blackbaud Grantmaking, including updating applicant/grantee contact information, grant approvals/declinations, payment scheduling, Review Portal set-up, and Grants Portal maintenance (with oversight by the Grantmaking team)
 - Pull reports from Blackbaud Grantmaking, including daily LOI/grant submission reports, grantmaking impact reports, demographic reports, and others as needed
 - Act as the Foundation liaison with Blackbaud to solve occasional tech support issues
 - Respond to applicant questions regarding the Grants Portal, including managing external user accounts and passwords
 - Collect and log over 200 signed Grant Agreements annually utilizing DocuSign; ensure Executive Director signs each agreement ahead of issuing payment
- General
 - Participate in Foundation-wide meetings, training programs, and other tasks, as needed
 - Be able to explain the Foundation's history, values, and funding focus areas
 - Other duties as assigned by the Executive Director and/or Foundation staff

Qualifications

- Required
 - 3+ years of relevant administrative experience
 - Bachelor's degree
 - Proficiency in all Microsoft Office applications
 - Ability to work onsite in San Diego, California once the office reopens
 - Excellent written and interpersonal communication skills with attention to detail and follow-through
 - Ability to multi-task, plan, and prioritize workflow to meet deadlines

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- Solution-oriented mindset and comfortable taking initiative and working independently
- A strong moral compass and an innate drive to uphold the highest ethical principles
- Ability to exercise good judgment and maintain confidentiality for critical and sensitive information
- A sense of teamwork, community, humor, integrity, flexibility, and willingness to assist others
- A strong interest in philanthropy, grants management, and nonprofit organizations
- Preferred
 - Experience working at a 501c(3) charity
 - Experience with CRM and/or grants management databases, preferably Blackbaud
 - Working knowledge of DocuSign and Zoom applications

Physical Requirement

This position will require occasional lifting of 15 pounds or fewer and reaching above one's head.

Dress Code

The dress code for this position is business professional.

Compensation & Benefits

The starting salary for this position is \$45,000 - \$60,000 per year, commensurate with experience. The Foundation offers health benefits (medical, dental, and vision), 3 weeks vacation, and 10 paid holidays.

Interested qualified applicants should send a resume and cover letter to Nikki Phair, Director of Operations, at nikkiphair@conradprebysfoundation.org. Please name your resume "[Your Name]_Resume" and your cover letter "[Your Name]_Cover Letter". Please also be sure to address the subject line of your email as "Executive Associate – [Your Name]".

The Conrad Prebys Foundation is an Equal Opportunity Employer.