Wieboldt Foundation

EXECUTIVE MANAGER
Chicago, IL

Salary: $60,000
Terms: 30 hours per week; scheduling is flexible, but some evenings will be occasionally required
Start date: Between May 31 and June 30, 2023

The Wieboldt Foundation seeks an Executive Manager to provide high level direct administrative support to the Executive Director. This role provides administrative and operational support that enables the Wieboldt Foundation’s leadership to lead most effectively.

BACKGROUND
The Wieboldt Foundation was founded in 1921 by William A. and Anna K. Wieboldt with the hope that its grants would support “charities designed to put an end to the need for charity.” Today, the directors of the foundation remain committed to preserving the founders’ charge, now translated into a concentration on activities that empower local neighborhood residents. Its mission statement reads, “Our recognition of community organizing or community action as the foundation’s prime concern is promoted by our conviction that a sense of powerlessness and the apathy and alienation bred of this sense are at the root of many of the ills of our time. We believe that funding those efforts that give people hope that they can exercise a degree of control over their lives and that involve them working together toward jointly defined ends is an important contribution to the resolution of social ills.”

For more information about the Wieboldt Foundation, visit www.wieboldt.org.

POSITION DESCRIPTION
The Executive Manager is a full-time position reporting to the Executive Director of the Wieboldt Foundation. This position is an integral part of the Foundation’s operations and internal culture. The ideal candidate takes great pride in ensuring the Executive Director is responsive, prepared and functions efficiently and effectively. Managing relationships with care, valuing discretion and flexibility, and staying one step ahead of the Executive Director are key attributes for the desired candidate. This is an excellent position for a candidate interested in a career in philanthropy.

RESPONSIBILITIES
Scheduling, Communications and Administrative Support
- Reviews schedules daily to ensure that the Executive Director is aware of any materials needed to prepare for upcoming meetings, and assists with the preparation of these materials as necessary
• Works with the Executive Director to ensure scheduling balances: meetings/calls, focused work time that differentiates between urgent/immediate priorities and long-term projects, reflection/writing time, and rest
• Supports Executive Director in meeting prep and tracking, scheduling and managing “to-dos” coming out of meetings - determining which tasks can be handled directly by the Executive Manager, which can be referred, and which require the Executive Director’s direct attention
• Manages all invoices and contracts for any consultants supporting the work of the Wieboldt Foundation
• Coordinates Executive Director’s travel
• Tracks all of the Executive Director’s email communications, including confidential communications, and is able to determine which items can be answered by the Executive Manager directly, which can be referred, and which require the Executive Director’s direct attention
• Drafts communications, such as Board and staff memos, Board dockets, email, slide decks, agendas, notes, etc. on behalf of the Executive Director
• Assists with other duties as assigned

Project Management of Board of Directors
• Responsible for overall Board workflow and management, including: initiating and coordinating all scheduling and logistics for six annual board meetings (three of which are grantmaking meetings), arranging any advance calls, setting meeting agendas in consultation with the Executive Director and Board President, and preparing documentation or presentations
• When Board meetings are in-person, responsible for event management, including ordering food, reserving the meeting space, and setting-up the space for Board members (including AV.tech for both in-person and hybrid participants). When Board meetings are virtual, responsible for all virtual event management and technology tools and equipment, as needed.
• Tracks Board agenda items (including confidential information) from meeting to meeting, and supports in advance planning for staff presentations, guest presenters, consultant support, etc.
• Keeps all Board files up to date (i.e., Board terms, contact lists, demographic information, conflict of interest forms, committee interest, board recruitment and outreach trackers, etc.)
• Maintains schedule and logistics for Board committee meetings
• Takes minutes of Board meetings, and records email votes of the Board
• Tracks Board member and officer terms and provides administrative support for Board member recruitment
• Manages follow-up of Board recommendations and requests

QUALIFICATIONS:
• Experienced (3+ years) supporting leadership and a nonprofit or philanthropic organization
• Skilled at gauging an Executive Director’s priorities and capacities, and able to translate those priorities to her/his calendar
• Adept at project management skills (e.g. able to estimate timeframe for work tasks, and attuned to the needed sequencing of meetings to move work forward; conscientious about tracking priorities, and flexible when resetting priorities; and highly skilled at building peer-to-peer relationships to advance goals
• Comfortable with a sustained daily working relationship possibly requiring daily and weekly briefings with the Executive Director
• Highly anticipatory and skilled at building working relationships with diverse backgrounds and power dynamics
• Understanding of the importance of details in relationship management and boundaries
• Skilled with project management, communication and meeting tools including Zoom, Google Suite, MS Office (particularly PowerPoint); and an ability to learn and adapt to new tools
• Comfortable communicating with a broad range of individuals—including staff, Board Members, and grantee partners
• An experienced communicator - able to draft correspondence, as well as edit and develop presentations, and craft other written communication
• Experienced in maintaining confidentiality and discretion regarding personnel or Board matters
• Able to edit and format documents and presentations
• Comfortable working on a remote team and across time zones
• Equipped with a strong capacity to self-manage, multi-task, prioritize, work collaboratively, diagnose problems and find creative solutions, and learn from mistakes
• Discrete, a problem solver, attends to detail, and is emotionally intelligent

PREFERRED EXPERIENCE:
• Preference for candidates with knowledge of community organizing and philanthropy

PHYSICAL DEMANDS/WORK ENVIRONMENT:
• Must be able to work in a seated, standing or walking position for extended periods
• Must be able to use fingers, hands and arms at computer keyboard for extended periods
• Must be able to speak clearly and distinctly and hear and be heard and understood in person and by telephone
• Able to carry, push and pull up to 20lbs

COMPENSATION
The salary for this position is $60,000, which includes the following negotiable benefits: leave time, health insurance, and retirement contributions.
TRAVEL
Anticipated travel is within the Chicago metropolitan area.

LOCATION
This person must be based in Chicago. Must be comfortable and able to work in an office and remotely, and have access to reliable internet.

PROCESS
Please send a cover letter and resume combined into one PDF with the subject “Executive Manager - YOUR NAME” to jawanza.bmalone@wieboldt.org. In your cover letter, please share your prior experience as an Executive Assistant/Manager; highlighting any work in non-profit or philanthropic environments, and your commitment to the mission of the Wieboldt Foundation.

Preference will be given to applications submitted by May 31, 2023, but the position will remain open until the right candidate is selected. Interviews will be scheduled on a rolling basis. We aim to make a hiring decision by late June 2023.

The Wieboldt Foundation is an equal opportunity employer that does not discriminate on the basis of race, color, religion or belief, disability, gender, nationality, ethnicity, sex (including pregnancy, childbirth, or related medical conditions), gender identity or expression, sexual orientation, or any other status protected by law. Women, people of color, and LGBTQ people are strongly encouraged to apply.