



## **JOB ANNOUNCEMENT**

### **Executive Assistant**

#### **About the Organization**

Valley Health Foundation (VHF) is a non-profit leader in community health and healthcare that fundraises to support, innovate, and advocate for better health for all in Santa Clara County. VHF helps patients, families, and dedicated healthcare professionals who serve in public healthcare facilities in Santa Clara County. VHF is the foundation for Santa Clara Valley Medical Center, O'Connor Hospital, St. Louise Regional Hospital, 14 primary and specialty care health centers, Santa Clara County Public Health, Behavioral Health Services, and Custody Health. VHF also supports many community-based programs and services that share our mission to ensure better health for all. More information can be found at [Valley Health Foundation](https://valleyhealthfoundation.org).

#### **Position Summary**

The Executive Assistant will support the day-to-day activities of the President & Executive Director (ED) and perform duties essential to the organization's effective operation and governance. Responsibilities include managing the daily schedule and communications of the ED and other senior staff, coordinating VHF Board of Directors meetings, managing donor tour logistics, and performing other duties as assigned.

<b>Supervisor:</b>	President and Executive Director
<b>Status:</b>	Regular full-time, exempt (salary) position
<b>Schedule:</b>	40 hours per week, occasional weekend, evening work required
<b>Office Location:</b>	2400 Clove Drive, San Jose, CA 95128
<b>Field Location:</b>	San Jose and Santa Clara County, California

#### **Responsibilities**

- Manage professional scheduling for the ED, including agendas, mail, email, phone calls, and other relevant logistics.
- Coordinate complex scheduling and calendar management, as well as content and flow of information to senior executives.
- Read, route, and respond to inbox correspondences on behalf of the ED, supporting smooth and timely information flow.
- Provide administrative and office support, such as meeting agendas, presentations, memos, emails, letters, and data entry.
- Maintain professionalism and strict confidentiality with all materials.
- Develop and collate daily materials for the ED, ensuring his preparedness and punctuality for all engagements. This includes onsite and in-office staffing.
- Provide basic IT support and troubleshooting for the ED's office equipment and software.
- Support all meetings of the VHF Board of Directors and Board Committees, including preparing meeting materials and logistics, taking accurate and comprehensive meeting minutes, and maintaining the board roster and online board portal.

- Coordinate donor tours, events, and staff activities as directed.
- Track all commitments of the ED and see them through to completion, providing invaluable executive support.
- Serve as the point person for the ED's internal and external questions and requests, demonstrating your approachability and reliability.
- Process expenses and reimbursements for the ED to ensure finances are handled precisely and aligned with the budget.
- Model a culture of service, professionalism, and can-doism.

### **Qualifications, Knowledge, and Abilities**

- B.A./B.S. degree preferred with at least 4 years of relevant work experience
- Excellent personal and written communication skills.
- Experience providing administrative support and/or high-level constituent services to a nonprofit CEO.
- Experience with Salesforce, Donor Perfect, Raiser's Edge, other CRM systems, DocuSign, Adobe Acrobat, and other project management tools.
- Proficient in Microsoft Office Suite, including Word, Excel, Outlook, and PowerPoint. Familiar with Google Workspace.
- Familiarity with nonprofit fundraising.
- Strong organizational, written, and verbal communication skills.
- Detail-oriented with a high level of accuracy in managing the day-to-day activities of the CEO.
- Commitment to maintaining confidentiality and adhering to ethical standards in confidential information.
- Demonstrated ability to work effectively in a collaborative team environment with various work styles.
- Strong commitment to Valley Health Foundation's mission, goals, and values.
- Multi-tasker with experience working on multiple tasks at once.
- Ability to move around Health System campuses as required.
- A personal vehicle is required for travel throughout Santa Clara County. Mileage is reimbursed at the federally approved rate.

### **Compensation and Benefits**

- Annualized salary of \$95,000, based on a 40 hours/week full-time equivalent.
- Comprehensive health, dental, and vision benefits.
- Simple IRA with 3% employer match.
- Generous Paid Time Off (17-20 days annually).
- Paid Sick Leave (7-10 days annually).
- Federal and County holidays (12 days annually).
- At-home work allowable up to 50% days per week
- Paid Time Off and County holiday pay will be prorated according to the number of hours in a regularly scheduled shift.
- Credit Union membership.
- Training and professional development opportunities.



### **Application Instructions**

- The position will remain posted until filled.
- Interested applicants should submit a resume, cover letter, and three references to [jobs@vhfca.org](mailto:jobs@vhfca.org). Valley Health Foundation will not contact references until the final stages of the interview process. Applicants will be notified before any contact with the provided references. The application process is confidential.

### **Diversity, Equity, Inclusion and Respect**

At Valley Health Foundation, we value diversity in experiences, cultures, and perspectives. This diversity is vital to advancing innovation, critical thinking, solving complex problems, and creating an inclusive community. Because we seek a workforce with a wide range of perspectives and experiences, we encourage diverse candidates to apply, including people of color (in particular, under-represented minorities), women, veterans, members of LGBTQIA communities, and individuals with differing abilities. We welcome applicants who will help us advance our commitment to an inclusive workplace and who desire to join a staff engaged in addressing issues of diversity, equity, inclusion, and respect.