

BOARD LIAISON AND EXECUTIVE ASSISTANT

UNIVERSITY OF RHODE ISLAND FOUNDATION & ALUMNI ENGAGEMENT

Overview:

The Board liaison and executive assistant provides high-level and confidential administrative support to the University of Rhode Island Foundation & Alumni Engagement (URIFAE) president and serves as the primary liaison to the URIFAE Board of Directors. By providing high-impact, time-sensitive, and responsive service, this critical and unique position strengthens the overall effectiveness of the organization.

As Board liaison, this position supports the president in matters involving the Board of Directors throughout each individual Board member's tenure – from identification to selection to onboarding and succession planning. The position serves as the first line of communication to the Board of Directors on behalf of the president and vice president for development, and projects a customer-service, donor-centric mindset when interfacing with external guests and internal team members of URIFAE.

As executive assistant to the president, the person performs highly important administration and planning duties, overseeing day-to-day operations of the office of the president, and resolving matters using discretion and independent judgment.

Essential Functions & Major Responsibilities:

General

- Work collaboratively with URIFAE president, Board of Directors and senior leadership to advance and support the implementation of the organization's short- and long-term goals.
- Research, prioritize, and follow-up on incoming issues and concerns identified by and/or addressed to the president, including those of a sensitive or confidential nature. Recommend appropriate course of action, referral, or response.
- Keep the president informed of and prepared for upcoming commitments and responsibilities to ensure appropriate preparation and follow-up.
- Facilitate an efficient flow of information and approvals, ensuring quality and accuracy of materials.
- Communicate directly, and on behalf of the president, with Board members, senior leadership, donors, URIFAE staff and others, on matters related to the president's initiatives and programs.
- Develop and maintain strong working relationships within URIFAE and across the University, with a focus on building and maintaining open and transparent communication between campus partners to facilitate organizational success.

Board Support

- Manage day-to-day operations; resolve matters; develop work standards and

procedures; and ensure productive and efficient Board performance and execution of administrative operations.

- Oversee and implement Board operations support logistics.
- Manage cadence, agenda, and logistics for Board meetings, building operational rhythms and calendars that anticipate the delivery needs of the organization and the Board of Directors. Coordinate all aspects of the Board of Directors, and the Board's Executive and Governance Committees, including meeting material preparations and collection, presentation materials, and guest speakers. Collaborate with the Office of Donor Relations to develop, manage, coordinate, plan, and execute various elements of Board events and meetings.

Administrative Support

- Draft and/or edit correspondence, such as memoranda, reports, emails, mass communications to external and internal constituencies, follow-up letters, and other documents on behalf of the president and Board of Directors.
- Maintain continuity of the President's Office by managing the day-to-day operations, resolving matters through delegation and independent judgment.
- Use tactical decision-making to support execution of the president's initiatives to ensure effect management and operational rhythm.
- Anticipate the needs of the president and use discretion when setting priorities to keep her updated and aware of meetings, agendas, travel, upcoming events, incoming emails and letters, and situations related to URIFAE, the University, staff, and visitors.
- Manage the calendar for the president, taking initiative to plan, organize, and prioritize meetings as needed, working with the URI President's staff, college deans, and others to set priorities for the URIFAE president's presence at internally and externally focused events and meetings.
- Process expense reporting and authorizations from the URIFAE President's Office for Board expenses and budget considerations.
- Maintain confidential computer information, hard copy files, and historical records for fast and accurate information retrieval using a variety of software and web-based applications.

Education and Experience:

- Bachelor's degree required.
- Five years of progressively responsible administrative experience in a not-for-profit/fundraising setting or relevant environment, including three or more years supporting Board activities.
- Strong written, verbal, and interpersonal communication skills, including excellent listening, relationship-building, and customer-service skills.
- Ability to respond to internal and external customers with tact, diplomacy, and discretion.
- Strong organizational skills: ability to prioritize and handle multiple projects simultaneously and to work calmly under pressure of goals and deadlines.
- Ability to perform duties accurately using critical-thinking skills for complex projects.
- Proven ability to work collaboratively across disciplines/units and build cross-functional interdisciplinary partnerships.
- Experience in event coordination, conference planning, educational programming, or other relevant experience.
- Proficiency in using Microsoft applications (Access, Excel, Word, Teams, Planner, and Outlook)
- Experience with donor database contact management and tracking systems.
- Proven ability to maintain confidentiality and data integrity.

- Embody the values of URIFAE: accountability, collaboration, integrity, respect, and transparency.
- Hybrid schedule will be considered.
- If you do not fit all these qualifications, education, or experience, but believe you are still a great fit, feel free to apply and tell us why in your cover letter.

Salary Range: \$75,000-\$80,000

Join the URIFAE team!

Join our growing team of advancement and engagement professionals. We offer competitive benefits, including medical, dental and vision, generous paid time off and retirement savings programs. One benefit that URIFAE does not take part in is the University of Rhode Island tuition waiver program.

URIFAE does not discriminate in employment opportunities or practices based on race, color, religion, sex, national origin, age, disability, or any other characteristic protected by law.

Send your cover letter, resume and salary requirements to: URIFAE Attn: Leo Perrone, Director of Human Resources, 73 Upper College Road, Kingston, RI 02881 or email it to us at URIFAE-hr@etal.uri.edu.