



Position Description: **Executive Assistant**

Morris Animal Foundation's executive assistant is responsible for assisting the Foundation's leadership team in operating as efficiently and effectively as possible.

The executive assistant (EA) is an extension of the leadership team (CEO, VP of Development, VP of Scientific Programs and VP of Marketing and Operations). This person has full access to calendars and travel arrangements and is responsible for getting each team member where they are supposed to go, fully loaded with everything they need to be successful. They will help the team balance their schedules, be responsive and show excellent judgment in elevating the important over the merely urgent. They will also be the gatekeeper for outside people to reach the CEO and other members of the leadership team. They, therefore, must be friendly, engaging and be able to set the appropriately casual, professional tone.

Position Specifications:

Title: Executive Assistant

Organization: Morris Animal Foundation

Location: Denver, CO

Reports to: CEO/Leadership Team

Department: Administrative

Position Type: Full time, exempt, non-supervisory

Organization Description:

Morris Animal Foundation is the oldest and largest non-profit source of funding for science that improves the lives of animals. Established in 1948 by Dr. Mark Morris, DVM, the Foundation has funded over 2000 studies and committed over \$118M to research benefitting companion animals and wildlife. Based in Denver, Colorado, our staff of 35 professionals manages approximately 250 studies at any given time, including the Canine Lifetime Health Project, the largest and most far-reaching study run to date in veterinary medicine. Each year, over \$7M of new research funding is



committed through working practices that ensure only the most scientifically robust and impactful studies are supported. Building on this impressive and solid history, the Foundation is entering a new era. We believe with the increasing recognition of the vital role animals' play in the lives of humans, extraordinary growth of our mission is not only possible, but imperative. There is a tremendous amount of work to be done, and we are focused on scalable and sustainable growth of revenues and programs to meet the need.

Responsibilities of Position:

- Calendar Management – The EA will be responsible for every aspect of the CEO's calendar and ensuring all information is up to date and accurate. They will schedule all internal and external meetings for the CEO and make sure they are prepared before each one. Other members of the leadership team will utilize these skills as well. The EA will also help schedule team and all staff meetings and organize leadership team agendas.
- Travel Arrangements – Many of the leadership team travel, some up to 80 percent of the time. The EA will be responsible for making sure they get to where they need to go and have what they need to be successful in a manner that is efficient, in accordance with Foundation policies, and prudent with donor resources.
- Board Meeting Assistance – There are three board meetings per year; the EA will assist in board meeting planning as directed by the HR manager.
- Managing internal systems and policies – Data management, contact notes, and expense reports are critical for the effective functioning of the organization. The EA will be responsible for making sure these are done in an efficient and appropriate way.
- Serve as a “touchpoint” for the leadership team and staff – The EA will represent the CEO, the leadership team and the organization at all times, both internally and externally. They will need to be attentive to the needs and mood of the organization so that the CEO can be aware of major happenings when they are in and out of the office.
- Act as liaison for leadership team and staff to the board of trustees – The EA will help to maintain effective communication to the board trustees regarding meetings and Foundation happenings. They will assist in scheduling and executing committee meetings via phone or in person.



- Uphold a strict level of confidentiality, professionalism and superior judgment in all situations.
- Help shape a culture of performance, accountability, innovation, trust and love of animals – All members of the organization are responsible for holding themselves and each other accountable for making Morris Animal Foundation the best place to work. This includes honest and direct conversation, assuming good intent, and working constructively with all colleagues towards shared goals. The ideal candidate will be a consummate professional and adept at maintaining confidentiality.

Key Qualifications:

- Bachelor's Degree preferred
- 3+ years experience assisting busy executives
- Microsoft Office skills
- Strong time management and communication skills
- "Can do" attitude; calm under pressure
- Attention to detail and ability to juggle multiple tasks in a time-sensitive environment
- Ability to deal with sensitive and confidential information with integrity

Please email your resume, cover letter and salary requirements in a word document or pdf, labeled with your complete name to Lisa Whipple at lwhipple@morrisanimalfoundation.org. Please list "Executive Assistant" in the subject line of your email. **Incomplete and/or inaccurate applications will not be considered.**