



PimaFoundation™

Mission: *We nurture relationships and amplify resources for lasting positive impact as the philanthropic partner to Pima Community College*

Vision: *A thriving community transformed by Pima Community College*

Values: *Integrity, Collaboration, Community, Dedication & Advocacy*

Pima Community College Foundation (“Foundation”) employs a dynamic team responsible for:

- Building relationships with a broad range of constituency groups
- Cultivating a variety of philanthropic gifts that benefit Pima Community College (“College”)
- Managing investments held by the Foundation for distribution to the College
- Stewarding donors
- Recognizing donor contributions
- Coordinating events that promote the mission of the Foundation and support the College’s vision
- Actively engaging with the community to showcase the Foundation and the College

We seek team members who are:

- Committed to our mission, vision and values
- Able to work effectively both as part of a team and autonomously
- Capable of maintaining confidentiality at the highest level
- Ethical decision-makers
- Collaborative
- Willing to challenge the status quo and offer suggestions to improve how business is conducted
- Dedicated to making a positive difference for the greater Tucson community

Supporting the students, faculty and programs at Pima Community College, Pima Foundation has been the philanthropic partner of the College for over 45 years. Managed by a volunteer board of directors, Pima Foundation holds investment assets of approximately \$22m. Currently, the Foundation is responsible for over 100 endowed funds and 200 general funds. A recent challenge grant to the Foundation is underway with the goal of raising \$10m to achieve an additional \$5m in matching funds, making Pima Foundation an exciting, dynamic place to work.

The selected candidate must successfully complete and successfully pass criminal history and credit checks relevant to their intended position in order to become an employee of the Foundation. If employed, Foundation employees are expected to abide by federal, state and local laws in both their professional and personal endeavors.

Pima Community College Foundation is an equal opportunity employer. The Foundation values diversity and seeks talented and qualified employees from a variety of backgrounds who are willing to contribute to its mission and capable of fulfilling their duties. The Foundation does not discriminate on the basis of age, race, color, religion, sex (including gender identity, sexual orientation and pregnancy), veteran status, national origin or disability.

TO APPLY: Please submit to Saby@PimaFoundation.org 1) a letter detailing your interest and manner in which you will contribute to the team; 2) your resume; 3) a list of three professional references and their contact information. Applicant review to begin Monday, August 24; position open until filled.

Position Title: Executive Assistant to the President & CEO

Reports to: President & CEO

Status: Full-time; Exempt

Position Summary: The Executive Assistant provides support and serves as a strategic partner to the President & CEO and assists with the organization's daily operations. This position also serves as Board liaison, responsible for communication and support for the Board of Directors as well as serving as a staff person on various committees.

Essential Duties & Responsibilities: Responsibilities include managing calendars, creating and modifying documents, coordinating travel, assisting with external events, handling logistics for quarterly Board meetings and other events, drafting and reviewing correspondence and supporting Board committees. Undertakes special projects as assigned –

1. Administrative Support to President & CEO

2. Board Liaison

Administrative Support:

- Build significant rapport with the President & CEO and understand this person's day-to-day priorities, challenges and communication style
- Serve as confidential executive assistant to the President & CEO
- Manage President & CEO's calendar, including scheduling of appointments, preparing meeting materials, briefing papers and resources, making necessary arrangements and prioritizing commitments
 - Advises President & CEO of daily schedule to ensure effective and timely follow up
- Respond to internal and external inquiries, including speaking requests, on behalf of the President & CEO, using own discretion based upon general guidance from the President & CEO
- Tracks and manages projects set by the President & CEO
- Supports the President & CEO in external obligations as an active member of various local and national organizations. Provides executive administrative support to those organizations during the President & CEO commitment in which a leadership role is undertaken
- Develop and manage relationships with key stakeholders to ensure clear and timely communication for meetings and projects
- Stand in at meetings for the President & CEO as needed and deemed appropriate
- Build strong relationships with all staff to ensure a smooth working environment
- Serve as a resource for other teams who need assistance with completing large projects

Board Liaison:

- Handle logistical arrangements for Board meetings
- Prepare Board and Committee materials, ensuring accuracy of contents for Board meetings
- Responsible for sending notices, tracking minutes and policies while supporting management and advising on agenda items
 - Work closely with board secretary to create meeting minutes
- Organize and host presentations and important associate/sponsor visits (i.e. Board tours)
- Support board committees
- Support logistics of onboarding of board and off-board committee members
- Become an expert in managing BoardEffect for meeting management and director communication

General Foundation Team Responsibilities:

- Problem Solving:
 - Identifies and solves problems independently
 - Researches issues and discover appropriate solutions
 - Recommends process improvements to increase efficiency, effectiveness and client satisfaction.
 - Prioritizes office projects
- Compliance and Quality Control:
 - Maintains confidentiality related to donor records and matters proprietary to the Foundation and the College
 - Upholds compliance with non-profit rules and regulations
- Contributes to a Team Environment:
 - Assists in setting annual Foundation goals and supports all team members in attaining collective and individual goals
 - Contributes to a team environment by attending staff meetings and retreats, thoughtfully participating in conversations, and asking questions to clarify expectations
 - Maintains a positive attitude
 - Asks questions to clarify expectations
 - Takes calculated risks
 - Learns from mistakes
 - Accepts other duties as assigned
 - Provides backup coverage as needed in the office

Minimum Qualifications:

Required:

- Associate Degree in Business Administration or equivalent plus three (3) years of experience as an executive assistant in a nonprofit organization
- Excellent administrative, organizational, communication (written and verbal), and interpersonal skills
 - Exceptional organizational skills (attention to detail, time management, management of multiple tasks, defining and setting priorities and problem-solving)
- Experience supporting a board of directors and knowledge of nonprofit governance is a plus
- Outstanding customer service abilities
- Advanced proficiency in Microsoft 365: Word, Excel, PowerPoint, Teams and Outlook
- Strong critical thinking and problem-solving abilities
- Ability to manage and maintain sensitive and/or confidential information
- Comfort working with donor databases, board portal, document management systems and AI functionality
- Demonstrated team player with solid collaboration abilities
- Ability to take initiative with projects to work independently

Preferred:

- Ability to anticipate needs, think several steps ahead and proactively manage priorities
- Comfort operating with limited direction and shifting priorities
- Ability to create polished presentations and executive-ready documents
- High emotional intelligence and situational awareness

- Experience working with high-net-worth donors

Work Hours / Location:

- Pima Foundation Office – 4905C E Broadway #246 | Tucson AZ 85709-1320 (PCC District Office Complex)
- Remote work may be a possibility on occasion and with prior approval
- Early morning, evening and / or weekend hours may be required on occasion
- Local and / or out-of-town travel may be required periodically

Annual Salary (2026-27):

- \$50,000 - \$55,000 (40 hours per week)

Benefits Available *(approximately \$13,000 in paid benefits, which includes 17 paid holidays):*

- Health, dental and vision insurance after 60-days (100% coverage for employees)
- Long- & short-term disability coverage
- Life insurance
- Retirement – Simple IRA after 90-days (maximum 3% employer match)
- Cell phone reimbursement
- Mileage reimbursement
- Generous paid holidays (17 days annually)
- Paid vacation accrual (8 hours per pay period)
- Sick-time accrual (4 hours per pay period)

Position descriptions will be reviewed for accuracy on a regular basis. Pima Foundation reserves the right to make changes to position descriptions as necessary to maintain effective operations.