



Position: Executive Assistant

Reports to: Executive Director

Position status: This is a 100% FTE position (averaging 40 hours per week).

Location: 211 S. Paterson St., Madison, Wisconsin*

*This position has the flexibility to work a hybrid schedule. A minimum of two days per week at the Natural Resources Foundation of Wisconsin office required. Schedule will be determined by the needs of the Executive Director.

About the Natural Resources Foundation of Wisconsin (NRF): The Natural Resources Foundation of Wisconsin (NRF) helps protect our state's lands, waters, and wildlife by providing strategic funding, leading conservation partnerships, and connecting all people to nature. NRF invests over \$1 million each year into conservation and environmental education and leads several diversity, equity, and inclusion efforts for Wisconsin's conservation community. NRF also helps people explore the outdoors by coordinating 250+ expert-led Field Trips each year to Wisconsin's most special places and hosts The Great Wisconsin Birdathon, the state's largest fundraiser for bird conservation.

NRF is based in Madison, Wisconsin around four lakes and the ancestral home of the Ho Chunk Nation. The Fox (Meskwaki) and Sauk tribes also lived in the area. We strive to be a diverse, equitable, and inclusive conservation organization.

Diversity Statement: We believe diversity is a source of strength, creativity, and innovation at the Natural Resources Foundation of Wisconsin. We value the contributions of every person and respect the ways their identity, culture, background, experience, status, abilities, and opinions enrich our work and communities. We believe excellence is promoted through diversity and encourage all qualified individuals to apply.

Job Description: We are looking for an Executive Assistant to join our team at NRF. The Executive Assistant will provide high-level administrative support to NRF's Executive Director, Director of Philanthropy & Board of Directors (BOD). This position will assist with scheduling and travel arrangements and will manage all logistics for board, committee, and staff meetings as needed. This role will also provide some organizational administrative support to ensure efficient day-to-day operations of our office. This position is best suited to someone who is highly organized, tactful, and detail oriented. Someone who is comfortable in a fast-paced environment and has a strong sense of initiative to play a critical role in the day-to-day functioning of our organization will thrive in this position.

Key Administrative Duties (include, but are not limited to):

- **40% - Administrative support for the NRF BOD, Executive Director, and Director of Philanthropy:**
 - Assist with travel arrangements and scheduling.
 - Provide support for endowment fund inquiries, mailings, and correspondence.
 - Schedule and prepare necessary documentation for donor visits.
 - Generate correspondence for the Executive Director and staff.
 - Order plaques, nameplates, awards, etc. for staff and BOD members.
 - Track BOD tenure and membership.
 - Store financial and investment reports.
 - Assist with staff and board onboarding & off-boarding.
 - Maintain BOD & staff contact information.
- **40% - Board of directors, committee, staff, and other meeting coordination:**
 - Schedule, host, and take minutes at all BOD, committee, and staff meetings (virtual & in-person).
 - Bi-weekly staff meetings.
 - Quarterly committee meetings.
 - Quarterly BOD meetings.
 - Occasional staff retreats/training/outings.
 - Reserve meeting rooms as needed.
 - Coordinate all meeting logistics including sending invitations and tracking RSVPs.
 - Order refreshments/meals as needed.
 - Prepare meeting space.
 - Set-up technology.
 - Print name tags/agendas/other meeting materials as needed/requested.
 - Greet meeting participants.
 - Other meeting logistics as required.
- **15% - Ensure the office is running efficiently:**
 - Maintain office equipment such as printers, projector, copy machine, etc.
 - Purchase and stock supplies/furniture - research products for staff as needed.
 - Maintain record archives.
 - Open & distribute all mail.
- **5% - Act as the initial point of contact for NRF:**
 - Greet office visitors.
 - Answer the general phone line.
 - Respond to messages in NRF general voicemail and email accounts.
 - Other duties as required

Minimum Qualifications & Experience Required:

- Proficient with Microsoft Office Suite.
- At least two years of experience providing high-level administrative support, which should include some combination of coordinating meetings, office administration, supporting board of directors (or similar governing body), and/or supporting director level positions.

Preferred Qualifications & Experience:

- A commitment to the Natural Resources Foundation's mission.
- Helpful and positive attitude.
- Ability to exercise discretion when required.
- A passion for providing executive support.
- Ease with communicating directly and tactfully.

- Comfort with ambiguity and last-minute changes to agendas, meetings, etc.
- Excellent time management and organizational skills.

Salary Range & Benefits:

- Minimum \$47,000.00/year.
- 16 days paid time off.
- GHC Health & Delta Dental Insurance (NRF pays 75% of premium).
- Life, short-term and long-term disability insurance (NRF pays 100% of basic premium).
- Flexible, hybrid work schedule.
- Free parking.
- Office on Capital City Bike Trail.
- Ten paid holidays.
- Two paid NRF Field Trips.
- 403(b) retirement plan – 4% contribution.
- Madison Metro Bus Commuter Pass.
- We support ongoing professional development.

How to Apply:

A complete application will include:

- Cover letter **which speaks to your experience and how it meets the minimum qualifications of this position.**
- Resume.
- Three professional references.

Please combine the requirements above into one pdf and email to NRFHR@wisconservation.org. Please reference Executive Assistant in the subject line of your email. **Incomplete applications will not be considered.**

Application Deadline:

For best consideration apply by **June 5, 2023.**