

Senior Administrator, Office of the President and CEO

Position Profile

About The Columbus Foundation

The Columbus Foundation is committed to strengthening the central Ohio community by providing services to donors, advancing the impact of nonprofits, and serving as leaders and conveners. As a comprehensive, community-focused organization, The Columbus Foundation is built to respond to shifting community needs and opportunities, fueled by the generosity of donors.

The Columbus Foundation serves over 3,000 individuals, families, and businesses that have created unique funds and planned gifts to make a difference in the lives of others through the most effective philanthropy possible. In 2021, grants distributed from The Columbus Foundation reached \$243.9 million, with 4,439 organizations receiving at least one gift. Generous donors made gifts of \$363.6 million to new and existing funds and Supporting Foundations.



For over 75 years, The Columbus Foundation has been a partner and advisor to donors and the nonprofit community in order to improve our region's collective well-being. Under the leadership of President and CEO, Douglas F. Kridler, The Columbus Foundation has grown to be one of the top 10 largest community foundations in the country, with \$3.62 billion in total assets held in 3,169 funds and 28 Supporting Foundations as of December 31, 2021. Since 1944, The Columbus Foundation has received \$4 billion in total gifts and awarded \$3.15 billion in grants—yet remains nimble enough to respond to the shifting needs of donors and our community.

In 2020 and 2021, The Columbus Foundation mobilized \$7 million in COVID-19-response grantmaking, leveraged \$32 million benefiting 1,106 nonprofits during The Big Give, distributed more than \$6.5 million in scholarships, committed \$5 million to affordable housing, and devoted \$5 million to narrowing the racial wealth gap. The Columbus Foundation evolved its overall grantmaking strategy to prioritize racial equity, expand opportunities for general operational support and flexible program-specific funds, and deepen its investment in the holistic well-being of nonprofit organizations through capacity building.

The Opportunity

The Columbus Foundation seeks a detail-oriented, organizationally savvy individual to provide key administrative support to the Office of the President and CEO. This position has been wonderfully filled for the past three decades by Renilda Marshall, who is retiring on her 30th anniversary at The Columbus Foundation.

The incoming *Senior Administrator, Office of the President and CEO* will play a key role in the operational effectiveness of The Columbus Foundation through their administrative support to the President and CEO and serve as the keeper of record of The Columbus Foundation's Governing Committee.

As a member of the Office of the President and CEO, they will interact with extraordinary leaders making a positive impact in our community every day. The incoming *Senior Administrator, Office of the President and CEO* will facilitate access to The Columbus Foundation leadership for donors, the Governing Committee, and internal staff. They will manage the schedule and correspondence of the President and CEO and provide administrative support to leaders in the Office of the President and CEO as requested.



The ideal candidate will bring a keen understanding of the internal and external relationships that sustain the mission of The Columbus Foundation. They will be detail-oriented, exemplary verbal and written communicators, and possess a knowledge of business operations that will allow them to design and implement systems for the smooth and efficient functioning of the Office. They will be comfortable working independently to meet goals and will be invested in the development of skills and knowledge to innovate the role and support greater cohesion within the Office of the President and CEO.

Key Position Functions

Support the President and CEO: handle calls for the President and CEO; assist, refer to other staff, and take messages as appropriate; maintain schedule and make appointments; manage correspondence on behalf of the President and CEO; make travel arrangements; prepare the President and CEO's expense report for Board Chair's approval.

Support the Office of the President and CEO: research and report on special projects as assigned; plan and execute Winterfest and other staff engagement projects; draft and send internal communications on behalf of the Office of the President and CEO; take and maintain minutes for staff meetings; maintain compliance notebooks for National Standards; assist other departments as requested.

Serve as liaison to the Governing Committee: communicate and coordinate with the Governing Committee as needed; maintain Governing Committee files; prepare Governing Committee meeting minutes and maintain meeting minutes books; prepare agenda and docket for Governing Committee meetings; maintain governing documents and prepare revisions as needed.

Qualifications

Technical Expertise and Knowledge:

- Proven ability to interact with and support executive leadership
- Experience and comfort handling confidential information with the utmost discretion
- Clear and effective verbal and written communication skills
- Strong attention to detail
- Ability to manage multiple projects simultaneously and with limited direction

- Experience designing and implementing processes for smooth and efficient administrative work
- Advanced knowledge of Microsoft Office products

Competencies and Attributes for Success in the Position:

- Comfort interacting with executive leaders
- Communicates effectively
- Nimble learning
- Good judgment
- Customer focus
- Resourcefulness
- Demonstrates self-awareness
- Interpersonal savvy
- Organizational savvy
- Instills trust
- Situational adaptability

Required Qualifications:

- Bachelor's degree
- Proven professional experience in an administrative role
- Passion for the mission of The Columbus Foundation
- Ability to work in a hybrid in-office/remote environment

Compensation

Minimum starting salary: \$73,500

The Columbus Foundation offers a number of outstanding benefits to employees, including medical, dental, and vision coverage, paid time off, 401(k) employer contribution, tuition reimbursement, student loan repayment, parental leave, and a matching gift policy.

The Columbus Foundation Leadership

The Office of the President and CEO at The Columbus Foundation is comprised of:

Douglas F. Kridler, *President and CEO*

Renilda Marshall, *Executive Secretary to the President and CEO*

Steven Moore, *Chief of Staff*

Kate Oliphint, *Director of Kindness*

Pamela S. Straker, *Director of Human Resources*

Heather Tsavaris, *Principal Consultant,*

Community Well-being: Design & Impact

Application Process

Benefactor Group is pleased to be assisting The Columbus Foundation with this executive search. Applications will be reviewed as they are received. All applications are considered highly confidential. To be considered for this position, please send a cover letter and resume to:

Benefactor Group Recruitment Team

HR@benefactorgroup.com

<http://www.benefactorgroup.com>

To learn more about The Columbus Foundation, please visit <https://columbusfoundation.org/>