



EXECUTIVE ASSISTANT AND BOARD LIAISON

REPORTS TO: President and CEO
DETAILS: Full-time, salaried
LOCATION: 890 Yonge Street, 12th Floor, Toronto, Ontario
APPLY BY: September 18, 2023
START DATE: ASAP

POSITION SUMMARY

In this role, the Executive Assistant and Board Liaison will support the President and CEO's day-to-day functions and manage their workload and priorities. This role requires a high degree of diplomacy, motivation, problem-solving skills, project management, and emotional intelligence. The successful candidate must be able to effectively manage multiple priorities, possess superior planning, organization and writing skills, and be able to work both independently and as part of a team. The Executive Assistant and Board Liaison is the primary point of contact for all internal and external Fighting Blindness Canada (FBC) relationships, making it a visible and critical ambassador role and will provide administrative support to the Senior Leadership Team, as required.

This role is hybrid (remote on Mondays and Fridays; in office on Tuesdays, Wednesdays, and Thursdays) with Fighting Blindness Canada's office in Toronto. Salary will be commensurate with skills and experience.

ABOUT FIGHTING BLINDNESS CANADA

Fighting Blindness Canada (FBC) is the largest charitable funder of vision research in Canada. Over our 49-year history, FBC has invested over \$40 million in critical funding for the development of sight-saving treatments and cures for blinding eye diseases, thanks to the generosity of donors, partners, and volunteers. To learn more about Fighting Blindness Canada, visit www.fightingblindness.ca.

KEY RESPONSIBILITIES

EXECUTIVE ADMINISTRATION (70%)

- Proactively manages and maintains the daily workload of the President and CEO based on their business priorities and projects.
- Screen and manage incoming calls, emails, and requests, prioritizing important matters for the President and CEO's attention and drafting communications.
- Organizes and maintains effective record keeping systems containing confidential information.
- Assists in the preparation of reports and presentation material for Board and Committee meetings.
- Helps maintain President's fundraising prospect pipeline: manage and implement discovery, cultivation, solicitation, and stewardship strategies including outreach, follow-up and tracking meaningful fundraising activities.
- Calendar management as required, for the Senior Leadership Team.



- Responsible for managing the organizational calendar as new programs, events, and meetings are added.
- Arrange travel itineraries, accommodations, transportation, and other logistics for the President and CEO and Senior Leadership Team business trips.
- Track and manage expenses, process invoices, financial records, memos, invoices, letters and other documents for the President and CEO and Senior Leadership Team.
- Researching and collecting data as needed to prepare documents for review, and prepare presentations for high worth clients, boards of directors, committees, and executives.

BOARD LIAISON (30%)

- Manages Board and Committee meetings, including preparing agendas and board meeting document packages with President, arranging meeting space, coordinating catering and tech; records board meeting minutes and other board governance tasks as assigned.
- Maintains up-to-date governance related materials.
- Maintains discretion and confidentiality in relationships with all board members.
- Researching and conducting research to prepare documents for review and presentation by Board of Directors, Committees, and Executives.
- Uphold a strict level of professionalism and confidentiality.

REQUIRED QUALIFICATIONS

- Minimum five (5) years' experience, providing executive support to C-Level Executives, Boards, and Committees in a fast pace, high volume corporate organization or charity.
- Ability to multi-task, show initiative, attention to detail and meeting deadlines.
- Demonstrated proficiency in MS Office Suite. Familiarity with Raiser's Edge is an asset.
- Demonstrated ability to communicate effectively both verbally and in writing with C-Level, Boards, donors, volunteers, members of the public, and staff.
- Ability to conduct research and prepare reports, correspondence, and presentation materials.
- A willingness to work flexible hours, as required.
- Physically able to support event logistic set up and tear down, as needed.
- Experience working in a fundraising or marketing environment is considered an asset.

PERSONAL SKILLS

- High degree of emotional intelligence, professional and composed, while having a good sense of humour.
- Resourceful, detail-oriented, impressive project management skills, and solutions oriented when dealing with challenges.
- Proven ability to exercise independent judgement and discretion when dealing with confidential and sensitive matters.



**FIGHTING
BLINDNESS
CANADA** | **VAINCRE
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CANADA**

- Takes great pride in delivering excellence and a high touch service.
- Team player and comfortable rolling up their sleeves to get the job done.
- Comfortable with high-net wealth individuals.
- Holds a deep belief in equitable access to information and opportunities and advancing the mission of Fighting Blindness Canada.

KEY WORKING RELATIONSHIPS

- Internal: Senior Leadership Team, all staff
- External: Board members, volunteers, prospective donors, partners, vendors

WHY JOIN FIGHTING BLINDNESS CANADA?

Be a key member of a highly ambitious and results driven organization, focusing on investing in leading edge vision loss research and the education and support of Canadians living with and facing vision loss.

COMMITMENT TO EQUITY AND DIVERSITY

Fighting Blindness Canada invites applications from all qualified individuals. The organization is committed to employment equity and diversity in the workplace and welcomes applications from visible minorities, Indigenous people, persons with disabilities, and persons of any sexual orientation or gender identity. Upon request, accommodation will be provided through all stages of the recruitment process. Please submit your request for accommodation with your application.

TO APPLY

- Please send a cover letter and resume to: jjones@fightingblindness.ca by September 18, 2023
- In the subject line, please include EXECUTIVE ASSISTANT – Your Name
- Only qualified candidates will be contacted, no phone calls please.

Thank you for your interest in Fighting Blindness Canada!