



## Job Announcement

<b>Title:</b>	Executive Assistant to the Executive Director
<b>Reports to:</b>	Executive Director
<b>Classification:</b>	Full-time Exempt

---

*Shanti exists to enhance the health, quality of life and well-being of people with terminal, life-threatening or disabling illnesses or conditions. Through a continuum of services, including in-home and onsite patient and care navigation, emotional and practical support, and preserving the human-animal bond, Shanti strives to achieve the highest medical and quality of life outcomes for San Francisco's most vulnerable.*

**AGENCY OVERVIEW AND VALUES:** Shanti is a pioneering nonprofit that builds human connections to reduce isolation and improve quality of life. We believe that meaningful relationships are essential for navigating life's most difficult challenges. Each year, through the dedication of over 70 full-time staff and 600 volunteers, we ease the invisible suffering that can accompany isolation or illness, and combat it through the power of personal connection for over 2,000 marginalized San Franciscans. Shanti's core values are:

1. Cultivate Compassion
2. Support Unconditionally
3. Honor Human Dignity
4. Champion Differences
5. Take Care of Each Other

**POSITION SUMMARY:** This newly formed position will be crucial to the continued success of Shanti Project, as one of San Francisco's pioneering safety net nonprofits looks ahead to its 50<sup>th</sup> Anniversary in 2024 and beyond. This dynamic position will work closely with the Executive Director (ED) to ensure the agency's executive duties are fulfilled successfully and play an integral role in moving Shanti's mission forward. The position will be a trusted and key partner to the ED; not only will they manage and maintain the ED's inbox and calendar, they will also attend the staff executive committee meetings and represent the ED in both internal and external settings. The ideal candidate will feel a passionate resonance with Shanti's mission and thrive in having a unique and holistic view of an innovative, expanding community-based nonprofit.

**PRIMARY DUTIES:**

- Collaborates with the E.D. to help prioritize his workload
- Tracks the E.D.'s commitments and priorities to help him meet all deadlines.
- Maintains the Executive Director's inbox including responding on his behalf as appropriate and flagging high-priority emails for his time-sensitive attention.
- Manages Executive Director's calendar.
- Serves as a key liaison between the E.D. and Development team to prioritize and track E.D.'s development tasks, coordinating fundraising meetings and prepping the E.D. for donor/funder engagements.
- Works directly with Chief Development Officer and Deputy Development Director to track and prioritize correspondences needed from the E.D.

- Facilitates clear and efficient communications between the E.D. and staff with an emphasis on understanding staff's needs of the E.D. and providing status updates.
- Attends executive staff committee meetings, as well as other meetings, and takes notes, tracks action items, and coordinates logistics.
- Leads special one-off capacity building and agency projects on behalf of the E.D.
- Prepares materials for the E.D. for his various stakeholder engagements.
- Manages all logistics and preparation for agency board meetings.
- Tracks and oversees E.D.'s expense reports.
- Other duties as assigned

**QUALIFICATION/REQUIREMENT:** We seek highly qualified candidates with as many of the following areas of knowledge, ability, skills and experience as possible:

- A strong passion for Shanti's mission and appreciation for the Shanti model of compassionate care and the unique impact we've made in San Francisco and the world.
- A minimum of 5-7 years of experience providing high quality and responsive executive level support.
- Absolute discretion and ability to keep the strictest of confidences.
- Excellent emotional intelligence and problem-solving skills.
- Someone who thrives in the "grey" and doesn't need things to be "black or white" to succeed.
- Excellent written, verbal, and oral communication skills, including a professional telephone manner and the ability to communicate productively and effectively in email and in person.
- Attention to detail is a must.
- Superb time-management skills and task management skills.
- Ability to take initiative, but also to accept direction and seek guidance appropriately.
- Excellent analytical and organizational skills, with demonstrated ability to make decisions quickly and independently.
- Confident and comfortable in providing honest input and thought partnership to the E.D.
- Ability to work independently and as part of successful teams.
- Experience with fundraising is a plus.
- Ability to excel in and contribute to a collegial and mission-driven working environment.
- Proficiency with Microsoft Suite including Excel, Word, and Outlook.
- Proficiency with Salesforce is a plus.
- Bachelor's degree or equivalent.

**COMPENSATION/BENEFITS:** The minimum salary for this position will be no lower than \$70,000 and will ultimately be dependent on experience and be very competitive for San Francisco community-based nonprofits. Shanti offers a comprehensive benefits package, including multiple fully covered medical options as well as dental and vision. Other benefits include life insurance, long term and short-term disability, chiropractic/acupuncture, Employee Assistance Program and Identity Theft Protection. A 403B saving plan is also available to all employees regardless of FTE status.

Shanti strongly believes that one's family is the most important thing in their life. Thus, we allow for flexible schedules (including a hybrid of remote and in-office work) and promote a culture of self-care for our employees. In the first year of employment, employees earn 90 hours of sick time and 112.5 hours vacation annually and begin accruing sick time and vacation time starting their first day of employment with no waiting period (i.e. you can use as you accrue). Employees also receive 2 personal days annually as well as 15 paid holidays *plus* two full paid weeks off at the end of the year.

**PHYSICAL REQUIREMENTS:** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Ability to work at a desk for an extended period of time.

**EQUAL OPPORTUNITY:** Shanti is an equal opportunity employer that supports and lives diversity in our staffing and values. Shanti complies with applicable federal, state, and local laws governing nondiscrimination in employment. We actively encourage and seek qualified candidates from people of all backgrounds.

**APPLICATION PROCESS:** To apply, please send a resume and a cover letter **with your salary requirements** to Kaushik Roy, Executive Director, at [execdirector@shanti.org](mailto:execdirector@shanti.org).