

## SPECIAL ASSISTANT TO THE CEO

The Chicago Public Education Fund (The Fund) was founded in 2000 by civic, business and philanthropic leaders who believed that “better schools are everyone’s business.” This has never been truer than it is today. Fund grants – more than \$50 million to date – have a measurable, positive impact in schools and improve outcomes for students. The Fund remains committed to making Chicago the first city in the nation with world-class public schools for all. We currently work toward this vision by supporting programs, initiatives and organizations that train, support and retain outstanding principals citywide. We value collaboration, equity, excellence, innovation, integrity, and leadership. Please visit [www.thefundchicago.org](http://www.thefundchicago.org) to learn more.

### ROLE AND RESPONSIBILITIES

The Special Assistant to the Chief Executive Officer (CEO) will report to the Director of People & Operations and will be responsible for managing The Fund CEO’s day-to-day schedule and commitments. Achieving excellence in this role will rely on strong time management skills, exceptional prioritization capabilities and a high level of attention to detail. Interfacing and influencing team members will enable this person to compile and prepare the documents, logistics, research and follow-up necessary for the CEO to lead The Fund toward achieving its ambitious goals. This role will also prepare materials and draft communication on behalf of the CEO and participate in a wide range of special projects as necessary.

The Special Assistant will work extremely closely with The Fund’s CEO, gaining exposure to all aspects of The Fund’s operations. Please apply if are you motivated to support the success of a CEO and the full team of an organization while remaining eager to learn and participate in the overall success of the organization’s internal processes.

### The ideal candidate must have:

- A high level of personal responsibility, strong work ethic and detail-oriented approach
- Ability to prioritize actions, work flow and requests that compete for limited review time
- Reasoned judgment and positive energy, including in high-stress situations
- Strong written and oral communication skills across a diverse set of audiences
- A track record of meeting/exceeding goals (in professional or personal contexts)

**Responsibilities for this position include**, but are not limited to:

#### Calendar and Travel Management

- Scheduling and arranging all meetings and activities for the CEO and senior leadership as needed
- Strategically scheduling to maximize CEO’s time and accommodating conflicts, issues and unexpected changes
- Running daily leadership team stand-up meetings to review daily plans and priorities for the CEO’s schedule
- Proactively and systematically providing daily updates to guide and brief the CEO on the following day’s schedule
- Independently handling all travel arrangements for the CEO
- Tracking, reviewing and submitting all related expenses and reimbursements for the CEO

#### Meeting Management and Support

- Providing weekly updates to discuss engagements, invitations and other requests to the CEO
- Serving as chief advocate for the CEO in ensuring they have all materials needed for meetings by reviewing each day’s schedule in advance and preparing, reviewing and tracking down briefing materials as needed
- Independently managing scheduling conflicts and unexpected changes with supreme attention to detail

- Completing multiple requests simultaneously with accuracy and proficiency often influencing and motivating senior staff members for support
- Working with a high level of personal responsibility in a fast-paced environment and maintaining a professional demeanor in challenging situations

#### Administrative and Project Management Support

- Supporting the development of various reports and presentations in MS Excel, PowerPoint and Word
- Handling special projects and other duties as assigned, which are likely to include, but not limited to, Board of Director meeting materials and follow-up
- Performing general administrative duties and supporting event and meeting planning in collaboration with the Operations team
- Working with staff for event and meeting planning and support

#### General Responsibilities

- Serving as a member of a 4-person People & Operations team that provides leadership in overall operational and execution of talent-related Fund priorities
- Adding value to organizational activities such as strategic planning, document production, recruiting and other duties as assigned
- Representing The Fund at external events and exhibiting The Fund's core values of collaboration, equity, excellence, innovation, integrity and leadership

### **CANDIDATE QUALIFICATIONS**

The Fund is seeking a highly motivated, entrepreneurial professional with at least two years of experience. Successful candidates will have:

#### Prior Experience

- Calendar or other planning experience with a strong track record of executing on and achieving results
- Administrative, start-up, or education experience preferred, not required
- Experience working in public education in Chicago preferred, not required
- Bachelor's degree (or equivalent experience) required

#### Skills and Abilities

- Strong verbal and written presentation and communication skills, particularly with diverse audiences
- Highly proficient in Microsoft Office – particularly PowerPoint, Word and Excel
- Ability to develop and cultivate relationships and networks in order to achieve results
- Ability to manage self and workload effectively while being flexible and adaptive
- Ability to think through and manage many details, often on tight timelines
- Ability to receive and implement constructive feedback

### **Compensation**

Salary and benefits are highly competitive for the nonprofit sector.

### **To Apply**

Please email a **resume and cover letter** that outline how your skills and experience meet the qualifications of the position. In your cover letter, please also indicate how you heard about this opportunity.

All materials should be sent to [careers@thefundchicago.org](mailto:careers@thefundchicago.org).

We regret that we will not be able to respond to phone inquiries about this position.

*The Chicago Public Education Fund is an equal opportunity employer. The Fund evaluates applicants for employment on*

*the basis of qualifications, merit and work-related criteria without regard to race, color, religion, sex, national origin, age, sexual orientation, mental or physical disabilities, pregnancy, childbirth, medical condition, marital status or any other characteristic protected by law. The Fund employs and values a diverse work environment.*