

**JOB DESCRIPTION**  
**Greater Los Angeles Education Foundation**

**SPECIAL ASSISTANT TO THE PRESIDENT**

The Greater Los Angeles Education Foundation (Greater LA) is a 501C3 non-profit supporting organization of the Los Angeles County Office of Education (LACOE). LACOE is an intermediate agency between the 80 school districts in the County of Los Angeles and the California State Department of Education.

**Position Summary:**

The special assistant to the President assists the president in planning, organizing, directing and working on various foundation projects and initiatives. The special assistant provides a high level of support, coordination, oversight of programmatic, grants management and administrative duties for the president and other program areas as directed. Most frequently, the special assistant meets with the president, and internal staff for the purpose of planning and directing activities, supporting grant making and fundraising objectives, and organizing administrative operations of the foundation.

**Examples of Duties**

Duties may include, but are not limited to the following:

- **Project and Research Support:** Assists the president and staff with the development, design and implementation of initiatives and special projects, particularly the Community Schools initiative. Conducts research and analyzes trends on issues or concerns of importance through written materials, interviews, community meetings, online resources, or other useful vehicles. Presents findings in written and oral formats to managers and others as appropriate.
- **Grant Monitoring and Management:** Under direction, assists with the research, review and analysis of applications for funding support through written materials, site visits, interviews with funders and relevant agencies, as well as compares funding requests with strategic priorities. Supports grant writing activities, reports in the database system, reviews ad-hoc reporting requests on grant making activities with LACOE grants development group. Coordinates report requests on grant making impact and generates impact reports. Monitors and reports regularly on proposals and the grant process including grant agreements, progress reports, payment requests, and other related correspondence. Works closely with the LACOE Grants Development Team to apply standards, develop new reports and improve process. Communicates and meets with grantees as needed.
- **Event Support:** Coordinates foundation advisory committee, board meetings, committee meetings and other needs. Provides logistical support on meetings and events, such as scheduling venues, arranging for catering and handling onsite needs (audiovisual, production and dissemination of meeting materials).
- **Administrative Support:** Provides administrative support to the president and the foundation, including composing, maintaining department and executive's calendar; processing and expediting correspondence; preparation of Board, Committee and team

meeting materials; annual budgeting support; managing select vendor relationships and clerical responsibilities as needed. Coordinates project calendars, schedules meetings for project committees, and administers contact lists. As necessary, takes and prepares minutes for meetings.

- **Outreach:** Under the direction of management and officers, works directly with grantseekers to provide clarification of foundation priorities, direction regarding application procedures, and feedback on proposals.
- **Community Relations:** Participates in philanthropic activities to further build community foundation relationships and enhance their operations, including support of event coordination such as handling calls, email and written requests. Represents Greater LA Education Foundation in foundation and community groups related to grantmaking interest areas. Participates in donor events and outreach activities as requested during and outside regular business hours.
- **Internal Integration of Work:** Identifies opportunities for and integrates the functions and skills of marketing and communications and development and donor relations into their grant development to increase focus on systemic change. Engages with internal and external resources to secure necessary competencies.
- **General:** As appropriate, assists other management staff and works as a member of interdepartmental teams to ensure the effective and efficient operations of the Greater LA Education Foundation. At all times, demonstrates cooperative behavior with supervisors and coworkers. Other duties as assigned, dependent on organizational needs and employee skills.

### **Qualifications:**

To perform this job successfully, an individual must be able to perform each essential job function assigned satisfactorily. The requirements listed are representative of the knowledge, skills and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- **Experience:** Five years or more of progressive administrative experience including project management, program implementation, grants management, policy development or equivalent form of specialized expertise. This can include a period spent pursuing additional education. Experience in research, writing and data management preferred. Prior nonprofit experience a plus.
- **Education:** Bachelor's degree required; Master's degree preferred.
- **Communication Skills:** Strong interpersonal, written, and verbal communication skills are required. An ability to compose and edit correspondence and basic reports, knowledge of proper English, grammar and punctuation is required, with knowledge of a variety of written styles and formats. Critical thinking in assessing, compiling and disseminating information is necessary. Ability to prepare and deliver information both internally and externally, and to comfortably interact with diverse audiences as well as nonprofit and community groups.
- **Technology Skills:** Internet competency and strong computer proficiency, including mastery of the Microsoft Office software suite and a familiarity with database software, is

required. Working knowledge of, and/or willingness and ability to learn appropriate database, spreadsheet and other computer programs.

- **Organizational Skills**: Strong organizational skills and attention to detail. Ability to prioritize work, anticipating the needs of a busy executive, and adjust to multiple demands with minimal supervision.
- **Judgment and Discretion**: Ability to interact in a professional manner with senior level executives, boards of directors and board committees. Ability to use discretion and function independently. Must be able to recognize and appropriately convey the sensitive nature of any situation and possess the ability to keep all matters appropriately confidential.
- **Team Work & General Skills**: Ability to work well independently and as team member. Ability to take initiative, and follow tasks through to completion.

**Working Conditions:**

- Requires the ability to sit and work at a desk for several hours at a time.
- Requires the ability to travel and attend meetings, presentations and events outside the office, which may require occasional use of a motor vehicle for transportation to other locations.
- This position is required to be available to speak with clients and/or others while away from the office and/or with clients and/or others located in other time zones outside foundation business hours.
- Work may require occasional weekends and/or extended work day.
- Punctuality and satisfactory attendance are essential functions of the job.

Disclaimer: This description should not be construed to contain every function or responsibility that may be required to be performed by an incumbent in this job classification. This job description is intended to be general and will evolve over time. The description is subject to periodic updating. At management's discretion, the employee may be assigned different or additional duties from time to time.

Interested, qualified persons are invited to submit a resume and cover letter to John Garcia, Ed.L.D., at [Garcia.John@LACOE.EDU](mailto:Garcia.John@LACOE.EDU). Please contact John Garcia with any questions about the process.

The Greater LA Education Foundation does not discriminate against individuals on the basis of age, actual or perceived race, actual or perceived gender, ethnicity, national origin, religion, disability, or sexual orientation. The Greater LA Education Foundation complies with the Americans with Disabilities Act to ensure equal access to all qualified individuals with a disability

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