

**Executive Assistant
West Cancer Foundation**



Position Summary:

The Executive Assistant for West Cancer Foundation will be a proactive and highly organized candidate to provide full-time support to the President, Board of Directors, and Programs. This role is integral in managing day-to-day operations, executing strategic initiatives, and providing comprehensive administrative support. The ideal candidate is a self-motivated and enthusiastic professional who is deeply committed to community engagement and the mission of WCF.

This position requires a strong ability to juggle multiple responsibilities, ensuring the seamless operation of special programs, partnerships, and strategic initiatives that drive the organization's growth and impact. The successful candidate will demonstrate exceptional organizational, communication, and problem-solving skills, along with a passion for making a meaningful difference in the community.

Salary range starting at \$50,000 per year

Key Responsibilities:

Program & Project Management

- Manage and oversee the Lymphedema, Post-Mastectomy programs.
- Oversee special projects assigned by the president, ensuring timely execution and successful outcomes.
- Provide recommendations for program improvements and strategic planning initiatives.

Administrative & Executive Support

- Provide high-level administrative support to the president.
- Assist in scheduling meetings, managing calendars, and coordinating logistics for Board of Directors, Executive Committee, and Sub-Committee meetings.
- Prepare and distribute meeting agendas, minutes, and relevant documentation.
- Maintain organizational files, ensuring proper documentation for financial, governing, and development records.
- Manage donor information and stewardship tasks within Virtuous CRM.

Fundraising & Development Support

- Support donor engagement efforts, including writing appeal and thank-you letters.
- Assist with fundraising events, campaigns, and community engagement initiatives.
- Ensure timely reporting and tracking for fundraising, grant applications, and funding activities.

Operational Support & Compliance

- Serve as a backup for WCF patient programs, including Transportation, Breast Screenings, and Mental Health.
- Ensure all board of directors governing documents are properly archived

Qualifications & Requirements:

Minimum Qualifications:

- At least three years of administrative experience, preferably in a health-related or nonprofit setting.
- Proven ability to build and maintain relationships with diverse stakeholders, including volunteers, community leaders, board members, and medical professionals.
- Strong organizational skills with attention to detail.
- Excellent written and verbal communication skills.
- Ability to multi-task and manage competing priorities in a fast-paced environment.
- Proficiency in Microsoft Office Suite (Outlook, Word, Excel, etc.) and ability to learn new software applications quickly.

Preferred Qualifications:

- Bilingual in English and Spanish.
- Experience with CRM systems (e.g., Virtuoso) and cloud-based task management tools (e.g., AirTable).
- Experience with nonprofit event planning and fundraising campaigns.

Work Environment & Physical Requirements:

- Typical office environment with moderate noise levels.
- Flexibility to work evenings and weekends as needed for events and meetings.
- Valid driver's license and reliable transportation required.
- Ability to stand, walk, reach, climb, crouch, and lift up to 50 lbs.
- Must possess an outgoing, team-oriented, and positive personality.

To apply, please visit the link below:

<https://app.loxo.co/job/MTAyMDItcHA5MGV2YmttNDN5eWx2aQ==?t=1743451092210>