

(This search was completed in March, 2000, with the appointment of Gia Regan, Manager of Policy Programs Administration and DC Office Administration, and formerly Executive Assistant to the Executive Vice President, at the Aspen Institute.)

---

## **Job Announcement**

### **Eugene and Agnes E. Meyer Foundation Executive Assistant to the President**

(Posted: February 17, 2000)

The Eugene and Agnes E. Meyer Foundation is looking for a bright, mature, and discreet person to serve as executive assistant to the president. This is an exceptional opportunity for an individual who enjoys providing sustained support to an organization's chief executive, and would like to do so at a grant-making foundation in Washington, D.C. The Meyer Foundation invites applications from candidates with the skills and experience described below. Applications will be accepted until the job is filled.

#### **The Foundation**

The Meyer Foundation is one of the largest and most influential grant-making foundations in Washington. Founded in 1944 by Eugene Meyer, owner and publisher of *The Washington Post*, and his wife Agnes E. Meyer, the Foundation currently has assets of \$142 million and a staff of 14. Its operating budget is \$10 million.

Meyer Foundation grants support a wide variety of initiatives such as neighborhood development and housing; community service; the arts and humanities; law and justice, education; and health. The foundation also has developed programs to reflect its deep commitment to strengthening the region's nonprofit sector.

#### **The Position**

The overarching responsibility of the executive assistant is to support the Meyer Foundation's president, Julie L. Rogers, so that she can perform all duties required of a chief executive and community leader. With the foundation's rapid growth in recent years, the president's management responsibilities have increased. The president is also serving on an increasing number of boards and committees of key philanthropic and civic organizations in the

Washington metropolitan area and nationally, reflecting the Meyer Foundation's stature in the region and in philanthropy.

The foundation seeks a strong and confident executive assistant to the president who can function as a key member of the executive team to enable the president and the foundation to take advantage of these growing leadership opportunities.

### **Principal Responsibilities**

The responsibilities of the executive assistant to the president will include:

1. Organizing the president's time, including scheduling all appointments and meetings with Foundation staff and board members as well as with a wide range of people outside the organization.
2. Developing and managing systems to insure that information that comes to or from the president moves quickly and appropriately. Whether the information comes via telephone, email, fax, mail, or other means, the executive assistant must screen, sort, distribute, and file it within a logical framework that meets the needs of a busy president and growing organization.
3. Supporting the foundation's 11-person board of directors by serving as the staff liaison to the board, staffing the board's executive and nominating committees, and organizing the logistics of board meetings and retreats.

### **Required Skills and Characteristics**

To be effective, the executive assistant to the president must be:

1. Supremely well-organized, valuing the importance of paying careful attention to details and of never forgetting anything.
2. Able to work independently, with enough self-initiative and confidence to start and complete tasks without waiting to be asked.
3. Able to consistently demonstrate exquisite manners, maturity, and judgment, especially when speaking by phone with the broad range of board members, public officials, business executives, nonprofit leaders, journalists, and other community leaders who are the president's peers.
4. Technologically savvy, with a full understanding and fluency in computer applications including word processing, email, searching for data on the internet, and presentation software (such as PowerPoint).
5. Able not only to respond quickly and effectively to the multiple needs of an organization's CEO, but also to anticipate the president's needs and have the self-initiative to take appropriate action.
6. Able to work a full 9-to-5 day, five days a week. This position does not offer significant opportunity for alternative schedules; nor does it require evening or weekend time.
7. Congenial. The Foundation is a small organization made up of friendly people who work collegially. The executive assistant must have a personality and work style that insures the internal atmosphere will remain open and friendly.

## Desired Experience

The executive assistant to the president should have the following experience:

1. At least ten years of experience as the confidential assistant to the CEO or other very senior executive of an organization.
2. At least three years of recent employment experience in the Washington metropolitan area.
3. Experience working at a foundation or other nonprofit organization is not required, but is an advantage.

## Compensation

Salary will be commensurate with experience and qualifications, and competitive with comparable executive assistant to the president positions at other Washington-based organizations. The Meyer Foundation offers generous benefits and a working atmosphere that is family-friendly.

## To Apply

Please **mail or e-mail** a cover letter, resume, and three-year salary history (which will be held in strict confidence) to:

Larry H. Slesinger  
Slesinger Management Services  
5809 Augusta Lane  
Bethesda, MD 20816  
Tel.: 301-320-0680  
E-mail: LSlesinger@erols.com (attached files in MS Word only)

(This job announcement can also be found at <http://www.SlesingerManagement.com>.)

*The Meyer Foundation is an Equal Opportunity Employer.*