

**Chi Omega Foundation
Executive Assistant**

The Chi Omega Foundation is seeking qualified applicants for the Foundation's **Executive Assistant** position.

The Chi Omega Foundation was established in 1982 as a qualified tax-exempt organization under Section 501(c)(3) of the Internal Revenue Code and is the vehicle through which alumnae and friends of Chi Omega Fraternity provide tax-deductible charitable support of the Fraternity's educational and leadership training programs for all members. The Foundation lends a helping hand to Sisters of all ages with support of scholarships, grants and educational opportunities. Our Foundation continues to experience significant growth.

Reporting to the Foundation Executive Vice President, the Executive Assistant position performs complex administrative functions, which includes project management, planning of meetings and events, and detailed record-keeping of donor communications. The position will:

- oversee the Stewardship and Grants Coordinator for processing grants and for reporting back to donors who underwrite Fraternity programs;
- prepare agenda, motions, and notebooks for Board meetings; and attend Board meetings to record minutes;
- assist with preparations of National meetings and Foundation events;
- draft correspondence and other written materials; and
- provide excellent customer service to donors, Trustees, and other alumnae through verbal and written communications with them and timely response to their requests.

Prior Experience/Skills:

- Bachelor's degree desired with a minimum of six years of work experience, or extensive experience as a high-level assistant.
- Excellent analytical, verbal and written communication skills and interpersonal skills
- Must be able to type 60-65 wpm accurately, as well as operate word processing and spreadsheet software.
- Ability to prioritize tasks, work well under pressure, and maintain a high level of confidentiality.

This position is full-time and located at the Chi Omega Executive Headquarters in Memphis, Tennessee. This position is exempt; salary is commensurate with experience and qualifications. Applications accepted until the position is filled.

Qualified and interested applicants should send a resume and cover letter, including salary requirements, work samples, and references to:

Sally Stephens Kimball
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