



COMMUNITY FOUNDATION FOR NANTUCKET

Executive Assistant

Position Summary

The Community Foundation seeks a highly organized, detail-oriented professional individual to support executive operations, donor stewardship, and fundraising initiatives. This role works closely with the Executive Director and plays a key part in ensuring strong internal systems, exceptional donor communication, and effective board engagement.

The ideal candidate is proactive, precise, and comfortable managing multiple priorities in a mission-driven environment.

Key Responsibilities

Executive & Board Support

- Provide high-level administrative support to the Executive Director.
- Prepare reports, presentations, correspondence, and other materials as needed.
- Coordinate logistics and materials for Board and committee meetings.
- Record and distribute accurate meeting minutes and track follow-up items.
- Serve as staff liaison to the Development and Communications Committees.

Donor & CRM Management

- Maintain accurate and up-to-date donor and prospect records in Foundant (CRM).
- Generate reports and mailing lists to support fundraising and stewardship efforts.
- Prepare and coordinate donor correspondence, including acknowledgments and pledge reminders.
- Support annual donor stewardship communications and mailings.

Fundraising & Communications Support

- Provide administrative and logistical support for fundraising initiatives and events.
- Assist in the production of appeals, newsletters, advertisements, and the Annual Report.
- Coordinate with external partners including graphic designers, website hosts, and communications consultants.
- Support implementation of short- and long-term development plans.

Budget & Planning Support

- Assist with tracking and forecasting fundraising, marketing, and advertising expenses in collaboration with the Executive Director and Operations Manager.
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Qualifications

- Exceptional organizational skills and attention to detail
- Team minded
- Strong written and oral communication skills
- Proficiency in spreadsheets, databases, and CRM systems
- Ability to manage multiple projects and meet deadlines
- Discretion and professionalism in handling confidential information
- Commitment to the Foundation's mission and the community it serves
- Local resident strongly preferred

Please send a cover letter and resume to sdaily@cfnan.org
