

Job Title: Executive Assistant and Board Liaison
Reports to: President & CEO
Supervises: None
FLSA Status: Exempt
FTE: Full-time

About Caring for Colorado:

Caring for Colorado is a health foundation that funds programs, organizations, and systems that help young people and their families successfully navigate the adolescent period. Through collaborative partnerships, shared knowledge, and grantmaking, we work with communities to address the root causes of health inequities. We implement strategies designed to unlock the potential within every young person in Colorado and offer them opportunities to live full and happy lives.

We are looking for staff who will bring our values of hope, service, inclusion, and integrity into their daily work and are deeply committed to our mission of creating equity in health, well-being, and opportunity for Colorado's young people and their families on a personal and professional level. At Caring for Colorado, we believe social change happens when people with a wide range of backgrounds, experiences, and identities come together with a common purpose. Our staff bring their knowledge, creativity, and passion to work every day for Colorado families. We have a statewide presence with physical offices in Denver and Pueblo.

Position Summary:

The Executive Assistant and Board Liaison is a trusted partner to the President & CEO, providing high-level executive support and serving as a critical link between the executive office, Board of Directors, and internal and external stakeholders. This role ensures the CEO's time and priorities are effectively managed, enabling focus on strategic leadership.

In addition to directly supporting the President & CEO, this position provides administrative and project management support to the Senior Vice Presidents, the Senior Director, and the Director of Finance. The Executive Assistant also serves as the primary liaison to the Board of Directors of Caring for Colorado (CFC) and the Colorado Centennial Fund, ensuring best practices in board management and governance.

This position requires exceptional judgment, discretion, and professionalism, along with the ability to anticipate needs, manage priorities, and foster strong relationships with Board members, senior leaders, partners, and staff.

Essential Duties and Responsibilities:

Board Liaison

- Support the CEO and executive staff in planning for and executing all Caring for Colorado and Colorado Centennial Fund Board and Committee meetings and retreats, including coordinating the development of meeting materials, ensuring smooth meeting logistics, taking meeting minutes, ensuring all decisions made by the board are recorded and filed; routinely evaluate board satisfaction regarding meeting experience; and other tasks that result in well-organized and clear processes for working with the CFC and CCF Board of Directors.
- Ensure all corporate records are maintained and updated for both Caring for Colorado and the Colorado Centennial Fund, according to CFC policy.
- Serve as a trusted liaison between Board members and the CEO, to facilitate strong communication and organization of the work of the Board. This includes training board members on and maintaining the board portal, which is the repository for all historical and current information that board members need to do their jobs well.
- Provide excellent customer service when working with the CFC and CCF Boards, to ensure that they have the knowledge and support to do their job well.

Executive Support

- Provide advanced administrative support to the CEO and executive leaders, maintaining a high degree of professionalism, confidentiality, and discretion.
- Manage complex calendars and itineraries, ensuring strategic use of time and proactive resolution of scheduling conflicts.
- Coordinate travel, process expense reports, and support email or correspondence management as requested.
- Maintain corporate governance and administrative records, collaborating with the Operations and Projects Manager to ensure accurate filing, naming conventions, and annual records retention.
- Draft, edit, and distribute internal and external communications; prepare background materials, reports, and presentations.
- Lead or support special projects, ensuring clear outcomes, timelines, and effective project management.
- Support project management for the executive team by creating executive-level dashboards to monitor progress.
- Serve as logistics lead for an annual staff retreat and all-staff quarterly meetings, including travel, lodging, catering, and programming.
- Prepare briefing materials, talking points, and background research for CEO meetings and external engagements.
- Proactively anticipate executive and Board needs, identifying potential issues and offering solutions before they escalate.
- Represent the organization with professionalism in communications with funders, partners, and community leaders.

Overall Administrative and Finance Support

- Coordinate logistics for internal and external meetings and events, including room setup, catering, AV, and hospitality.
- Oversee Community Room reservations and serve as day-of contact for external groups.
- Represent CFC as the first point of contact for visitors, guests, and vendors, ensuring a welcoming experience.
- Provide general office management, including supplies, kitchen stocking and maintenance, and mail.
- Support finance processes by logging and depositing checks, reviewing bank statements, and preparing audit materials as requested.
- Maintain the corporate credit card account and support proper financial documentation.
- Provide back-up coverage for operations functions during absences.

In Your First Year, You Will:

- Build strong, trusted relationships with the CEO, executive team, and Board by anticipating needs, managing details seamlessly, and ensuring smooth operations.
- Successfully plan and execute Board and Committee meetings — delivering accurate materials, clear communications, and a well-run annual Board retreat.
- Streamline calendars, projects, and communications to enhance executive effectiveness and allow leaders to focus on strategic priorities.
- Strengthen internal operations by improving recordkeeping systems, supporting organizational events, and ensuring guests and partners experience a consistently professional and welcoming environment.

Knowledge, Skills, Experience, and Abilities

Required Experience and Abilities:

- Minimum of eight years of progressively responsible executive assistant experience, including direct support to C-suite or senior executives.
- Strong organizational skills with the ability to manage multiple priorities, anticipate needs, and follow through with accuracy and attention to detail.
- Exceptional interpersonal skills with the ability to use tact, diplomacy, and discretion in working with senior leaders, Board members, partners, and staff.
- Advanced proficiency in Microsoft 365; familiarity with Asana or board portal systems strongly preferred.
- Excellent written and verbal communication skills, including the ability to draft, edit, and format professional correspondence and documents.
- Demonstrated ability to plan and manage complex events, meetings, and retreats.
- High level of initiative, adaptability, and judgment; ability to work independently and collaboratively in a dynamic environment.

Desired Experience:

- Knowledge of best practices in board governance and corporate record keeping, compliance requirements,

- Experience serving as an executive assistant for a C-Suite, or ready to take this next career step, after working with senior-level staff in an executive assistant role.
- Advanced proficiency with business technology systems, including project management and Microsoft 365.
- Background in preparing briefing materials, talking points, PowerPoint presentations, and other written communications for senior executives.
- Ability to identify problems and propose improvements or solutions that increase operational efficiency.
- Bachelor's degree in business administration, communications, English, or related field (or equivalent experience).

Work Environment

- Work is performed out of the CFC Denver office with occasional on-site visits to the Pueblo office.
- Work is generally performed within an office environment, with standard office equipment available.
- Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.
- Office hours are Monday – Friday, 8:30 am – 5:00 pm.
- Caring for Colorado offers a flexible and hybrid work environment dependent on the organization's needs. Up to two days per week of remote work, generally Wednesday and Friday, may be considered after a review period and are determined based on the job's purpose and the organization's needs.
- Out-of-office travel is expected rarely, but when required, will involve overnight stays and long-distance driving.
- To be considered for employment, the candidate must pass a background check and maintain a driver's license. Accommodations will be considered for people unable to drive or secure a driver's license.

Salary and Benefits

- Salary is \$74,000- \$87,000 for a full-time equivalent position. Salary will be based on experience.
- Caring for Colorado offers a comprehensive benefits package including 401K, medical and dental benefits, life and disability insurance, a family-friendly work environment, and generous PTO, wellness weeks, and paid holidays.

Timeline and Application Process

To learn more about Caring for Colorado, visit: www.caringforcolorado.org. Caring for Colorado is an equal opportunity employer with a mission to create equity in health, well-being, and opportunity for children, youth, and families.

To apply, send a cover letter and resume to careers@caringforcolorado.org stating Executive Assistant and Board Liaison in the subject line. No phone calls, please.

The position is open until filled with a preferential review of applications submitted by October 15, 2025.

This position profile identifies the key responsibilities and expectations for performance. It cannot encompass all specific job tasks that an employee may be required to perform. Employees are required to follow any other job-related instructions and perform job-related duties as may be reasonably assigned by their supervisor. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.