



THE
KLARMAN
FAMILY
FOUNDATION

Special Assistant to the President

Boston, Massachusetts

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The Klarman Family Foundation seeks to identify areas of unmet need and to advance solutions to addressing them. Their intention as a Foundation is to help make measurable progress in improving the lives of others. Founded in 1990, The Klarman Family Foundation granted approximately \$90 million in 2023 to advance its philanthropic interests.

Their work is guided by the following principles and values:

- Approaching their work with a seriousness of purpose and evaluative rigor, and with an openness to tackle issues in new ways.
- Approaching their work with a sense of urgency and willingness to invest based on the opportunities to make a difference, rather than the limits of an annual grantmaking budget.
- A belief that the preservation of democratic norms lies at the core of all of their work and that a healthy democracy is crucial to all the Foundation seeks to achieve.
- A commitment to acting in partnership with other funders as opportunities to learn and leverage greater impact.
- Applying what they learn to improve their philanthropic practices and outcomes.

The Foundation's grantmaking spans several areas of interest:

- Ensuring a healthy democracy.
- Expanding access to vital services and enrichment opportunities throughout Massachusetts.
- Advancing understanding of the biological basis of health and illness.
- Supporting the global Jewish community and Israel.

These issues are complicated, requiring new and creative thinking and persistence over time. With a commitment to learning and assessing impact, these categories and strategies may evolve, but the dedication to applying best practices in philanthropy will remain unchanged.

THE OPPORTUNITY FOR YOU

The Klarman Family Foundation is seeking an individual who is well-organized, meticulous, resourceful, and demonstrates excellent follow through skills to serve as the Special Assistant to the President. Reporting to the President, this highly collaborative role requires strong communication, emotional intelligence, decision making, and project management skills. This individual will be the primary point of contact for the President, providing day-to-day administrative support, acting as the “air traffic controller.” They will facilitate communication and manage strategic relationships with Foundation staff as well as external stakeholders. This individual must exhibit a high degree of discretion, trustworthiness, and critical thinking in handling sensitive and confidential information. A high level of independence and organizational skills are expected. The responsibilities of this position include, but are not limited to:

- Manage the President’s complex day to day calendar, including scheduling internal and external meetings, travel, conferences, and speaking engagements
- Prioritize the President’s schedule using high level understanding of the President’s objectives and goals; proactively looking ahead to adjust the President’s schedule as needed for time-sensitive and priority issues
- Serve as a liaison between the President's office and Trustee offices; facilitate meeting arrangements, prepare documents, manage communications, and foster effective collaboration between the President and Trustees
- Ensure that the President is well prepared for meetings by preparing a nightly briefing folder with background materials, and to-do list for the President
- Assist in the preparation and distribution of meeting agendas and briefing materials
- Monitor the President’s incoming meeting requests (phone/e-mail/mail) and identify appropriate follow up or routing the information to the appropriate individual/groups
- Attend meetings and staff the President as needed, taking appropriate notes, and following up after the meetings regarding any action items for the President. Ensuring that relevant data is captured in Giving Data (the Foundation’s grants management system)
- Coordinate, prepare, and edit correspondence, communications, meeting briefing memos, reports, Gantt Charts, spreadsheets and PowerPoint presentations and Trustee meeting materials
- Lead special projects on behalf of the President
- Act as a liaison with staff and serve as the key point of contact with external consultants
- Coordinate logistics with the Manager of Administration for larger convenings and events, which may include travel arrangements for participants, catering, agendas, and preparing and distributing meeting materials
- Gain a core understanding of the Foundation’s programmatic focus areas and operations, roles and responsibilities of staff, Trustees, and key external relationships to effectively act as a close partner and problem solver for the President
- Maintain accessibility to support the President as needed, after hours and on weekends via email, phone, text message and in person
- Arrange the President’s domestic and international travel, preparing detailed trip itineraries in coordination with external contacts

- Prepare, reconcile, and submit expense reports, monitor incoming invoices, and time off requests for the President's direct reports
- Troubleshoot minor IT/AV issues and coordinate with the IT team to provide support to the President on IT, AV, or other technical issues
- Ensure document requests, such as printing, scanning, digital filing, and signature requests are fulfilled within a timely manner
- Help build/implement new organizational tools to track workflow and projects for the President
- Serve as back up support for other administrative functions in the organization as needed

THE SKILLS YOU'LL NEED

The Klarman Family Foundation recognizes that a person's skills and competencies can be gleaned in myriad ways, including via life experience. If you do not meet all the qualifications listed, you are still encouraged to apply for this position.

The ideal candidate will be a passionate administrative professional who is committed to working for a mission-driven organization and living into the Foundation's principles and values. They enjoy a broad range of responsibilities, they will demonstrate solid customer-service skills, whether working in-person or remotely, and be able to balance strong attention to detail with an engaging, consultative, relationship-focused approach to working with people.

Core competencies include:

- Bachelor's degree expected, advanced degree preferred, with five to ten years of relevant professional experience in C-suite support and office administration, preferably in a non-profit or philanthropic organization
- Calendar and time management expert
- Broad project management, organization, and planning skills with the ability to manage multiple projects simultaneously
- Highly competent detail-oriented, and capable of understanding the complex workstreams within the organization while also possessing a high degree of humility and adaptability
- Proactive and intuitive, ability to understand and discern underlying and articulated needs of the President
- Resourceful and knowledgeable individual with strong self-motivation and ability to learn quickly and independently
- Clear and concise communicator with strong written and verbal communications skills, ability to review, edit, and compose detailed communications on behalf of the President
- Effective influencing skills and a keen ability to provide and receive feedback with grace
- Skilled in navigating and thriving in a dynamic environment, readily adjusting, and adapting to shifting priorities
- Technical savvy, including a high degree of proficiency in Outlook, Word, Excel, PowerPoint, and Zoom and Teams for meeting management
- Demonstrates excellent judgment and decision making to manage routine matters independently

- Acts with discretion when handling confidential and sensitive information, demonstrating high emotional intelligence
- Alignment with the Foundation's principles and values

The salary range for this exempt position will be commensurate with the candidate's relevant experience and qualifications. Comprehensive benefits for this position include paid leave, health and dental insurance with a flexible spending account and dependent care benefits, a transit account, and a 403(b) retirement plan. The Foundation is committed to professional growth and development for all employees, and to the continued learning and practice required as an organization to build and foster a diverse, equitable and inclusive workplace.

All Foundation employees are required to be up to date on all COVID-19 vaccine doses as recommended by the CDC and the Foundation will require any new employees to be up to date by their date of hire as well, absent a medical or religious accommodation as approved by the Foundation.

This position is based in The Klarman Family Foundation's Boston office and is eligible for a hybrid of in-office and working from home. An office presence will be important for this role, candidates will need to be on-site when the President is in the office, and depending on needs, may on-site or remote when the President is not on-site.

TO APPLY

More information about **The Klarman Family Foundation** may be found at: www.klarmanfoundation.org

Due to the pace of this search, candidates are strongly encouraged to apply as soon as possible. Candidates may submit their cover letter, outlining their interest and qualifications, along with their resume via careers@klarmanfoundation.org.

The Klarman Family Foundation commitment to diversity includes the recognition that our mission is best advanced by contributions of people of diverse backgrounds, beliefs, and culture. Recruiting and mentoring staff to create an inclusive organization that reflects the diverse communities that we serve is a priority, and we encourage applicants of all ages, cultures, races, colors, religions, national or regional origins, disability status, sexual orientation, gender identity, veteran status or other status protected by law.