

Job Posting
Executive Assistant to the CEO
David Foster Foundation
Salary Range \$80,000 to \$100,000

Chemistry Consulting Group has been retained by **David Foster Foundation (DFF)** to lead the search for their next **Executive Assistant to the CEO**. DFF provides financial support to Canadian families with children in need of life-saving organ transplants. The foundation also assists families with their non-medical expenses. Public awareness and education are key for the foundation in spreading the word on the importance of becoming a registered organ donor in Canada and in the United States. DFF is a non-profit charitable organization that for the past 38 years has assisted over 1,450 families.

We are seeking a highly capable Executive Assistant to support a busy CEO in a fast-paced, dynamic environment. This role requires a true self-starter who thrives on responsibility, anticipates needs, and operates with a high degree of professionalism, discretion, and attention to detail. This role is ideal for someone who enjoys being at the center of activity, values excellence, is dedicated to their work and takes pride in enabling a CEO to operate at the highest level of efficiency.

Based in the head office of DFF in Victoria, BC, the Executive Assistant plays a crucial role in providing high-level executive support to the CEO to help streamline daily operations, manage schedules, and facilitate smooth communication across the executive team. The position involves being a resourceful and detail-oriented assistant with a “can-do” attitude who is continuously thinking ten steps ahead and putting those steps into action.

Key Responsibilities

- Provide comprehensive, highly responsive administrative support to the CEO, managing a complex and frequently changing schedule
- Manage the CEO’s day, anticipate requests and information needed to ensure that they are prepared, and that the days operate smoothly and efficiently with minimum surprises
- Coordinate meetings, travel, and events, including preparation of materials and follow-up on action items
- Serve as a primary point of contact, ensuring timely, accurate, and professional communication with internal and external stakeholders
- Assist the CEO in creating messaging for communications, public statements, and Foundation-related materials
- Manage general inquiries through phone, email, and in-person communication, ensuring timely and professional responses
- Schedule and host internal and external team meetings, ensure clear agendas, take minutes when needed, and follow up on action items
- Manage multiple priorities simultaneously, maintaining organization and accuracy under pressure
- Research, extract and compile data for the CEO

- Compose and prepare correspondence (presentations, memos, emails)
- Handle sensitive and confidential information with sound judgment and discretion
- Support evening and weekend commitments as required, be able to work flexible hours and be accessible off hours as needed
- Assist with various projects as needed

Education and Experience

- High school diploma plus post-secondary education in a relevant discipline
- Minimum 3 years' experience as an Administrative Assistant to a senior executive or entrepreneur, including experience managing complex travel and meeting schedules

Or

- An equivalent combination of education and transferable experience
- Experience in a non-profit or charitable organization an asset

Skills and Abilities

- Proven self-starter with the ability to work independently and take initiative
- Exceptional organizational, multitasking, and time-management skills
- Highly attentive, responsive, and detail-oriented
- Comfortable working flexible hours, including evenings and weekends, and able to be accessible and responsive off-hours as needed
- Thrives in a busy, high-energy environment and enjoys managing a demanding workload
- Strong written and verbal communication skills
- Professional demeanor with a proactive, solutions-oriented mindset. Resourceful and strategic thinker
- Strong written and verbal communications skills
- Excellent project management abilities, with experience handling multiple tasks, deadlines, and working with a diverse team
- Proficient in Microsoft Office Suite, social media platforms, Outlook, and project management tools
- Tactful, diplomatic and comfortable with confidential information
- A positive attitude, a collaborative spirit, and a passion for supporting the organization's mission
- Ability and ease to interact with high profile clients, business owners and executives
- Valid Class 5 BC driver's license and a clean driving record

To apply to this position, please respond by email to careers@chemistryconsulting.ca by submitting an up-to-date resume and cover letter, detailing your experience and qualifications. In your email, please include **EXECUTIVE ASSISTANT / DFF** in your subject line.