

Position Title: **Executive Assistant & Board Liaison**
Reports to: Vice President, Operations and Governance
Details: Full-time, salaried
Application deadline: December 9, 2024
Location: The Toronto Reference Library at 789 Yonge Street.
TPL Foundation team members currently operate within a hybrid work schedule

Hiring Salary Range: **\$65,000 - \$75,000 plus bonus**
Salary will be commensurate with skills and experience. Eligible for additional compensation in annual performance bonus plan. Employer also provides a comprehensive benefits package and matches, in part, contributions made to the defined-benefit pension.

Role Summary:

Reporting to the Vice President, Operations and Governance, the **Executive Assistant & Board Liaison** is a critical role for the Toronto Public Library Foundation. The Executive Assistant will work closely with the CEO and the senior leadership team to ensure the efficient operations and growth of the TPL Foundation.

This role is based at the Toronto Reference Library at Yonge & Bloor in downtown Toronto, where the Foundation office is located. Currently, TPL Foundation staff are working in a hybrid work environment with two days in the office and the rest from home, but additional in office time will be required, as the role demands.

About the Toronto Public Library Foundation:

TPLF was established in 1997 as a charity to support the world's busiest public library system – Toronto Public Library. Funds raised by the TPL Foundation support life-changing programs, services, spaces and collections at the Library's 100 branches and on TPL.ca. Since its inception, the Foundation has raised over \$100 million for TPL, thanks to the generosity of donors, partners and volunteers. To learn more about the Toronto Public Library Foundation, visit tplfoundation.ca. To learn more about the Toronto Public Library, visit tpl.ca.

Key Responsibilities:

EXECUTIVE AND ADMINISTRATIVE SUPPORT (65%)

- Provides executive support to the CEO including; proactively managing the CEO's calendar, prioritizing activities, identifying conflicts, processing invoices, etc. Supports with key meetings, including scheduling, planning, logistics, note-taking and follow up, as necessary.
- Assists in the preparation of reports and presentation material, and composes routine correspondence for the CEO and senior leadership team
- Assists with the preparation of monthly Board and team emails, as well as, all staff communications

- Provides calendar support for the TPL Foundation's senior leadership team for scheduling donor and/or Board member meetings.
- Responsible for management of the office, including: establishing and maintaining effective office routines and records, surveying department needs and ordering supplies, ensuring photocopier/printers are in proper working order, maintaining petty cash for the office.
- Organizes and maintains effective record-keeping systems containing confidential information
- Serves as primary point of contact to the TPL Foundation office for senior volunteers and the TPL team, initiating action where appropriate
- Helps maintain CEO's fundraising prospect pipeline and enters notes from meetings into fundraising database, Raisers' Edge
- Other related duties as assigned

BOARD LIAISON (25%)

- Manages Board and Committee meetings, including preparing agendas and meeting document packages, arranging meeting space, coordinating catering and technology; recording meeting minutes and other board governance tasks as assigned
- Maintains up-to-date governance-related materials
- Supports with Board member on-boarding and off-boarding
- Maintains discretion and confidentiality in relationships with all Board members

HUMAN RESOURCES AND INTERNAL COMMUNICATIONS (10%)

- Tracks vacation and sick days for Foundation staff
- Supports communications from CEO and senior leadership team to Toronto Public Library and TPL Foundation staff and Board
- Coordinates team-building activities and provides support for staff professional development
- Assists with onboarding and off-boarding of TPL Foundation staff, volunteers and interns

Skills & qualifications

- 3+ years' experience in providing executive support to C-Level Executives, Boards and Committees and office administration, preferably in a high-volume non-profit organization. Transferable skills and related experience will also be considered.
- Demonstrated proficiency in the use of computer software, specifically Microsoft Office (including word processing, spreadsheet and presentation packages), Microsoft Outlook and Microsoft Teams
- Ability to multitask in a fast-paced environment, showing initiative, attention to detail and meeting deadlines
- Demonstrated ability to communicate effectively, orally and in writing, with senior members of staff, volunteer groups, members of the public and all levels of staff

- Ability to conduct research and prepare reports, correspondence and presentation material
- Proven ability to exercise independent judgement and discretion when dealing with confidential matters
- Ability to work cooperatively as a member of a small team
- Willingness to work some flexible hours
- Experience in a fundraising environment or non-profit organization is an asset.
- Knowledge of fundraising software Raiser's Edge is an asset

Personal Skills:

- Exceptional organizational skills; detail-oriented, with strong administrative and relationship building skills to work well with a wide variety of internal and external contacts/stakeholders.
- Professional, critical thinker, high energy level, positive attitude and solutions-oriented
- Strong communication skills, written and verbal
- Team player and comfortable rolling up their sleeves to get the job done
- Passionate about the Library and its future

Why Apply?

- You love the library!
- You are passionate about bringing your skills and expertise to the non-profit sector
- You want to be a key member of a highly ambitious and results-driven team
- You are looking for mentorship from a senior development professional
- You are looking to work in a friendly, collegial, and supportive team

Commitment to diversity, equity and inclusion:

TPLF invites applications from all qualified individuals. The TPL Foundation is committed to employment equity and diversity in the workplace and welcomes applications from visible minorities, Indigenous people, persons with disabilities, persons of any sexual orientation or gender identity and people from diverse backgrounds. Upon request, accommodation will be provided for persons with disabilities through all stages of the recruitment process.

To apply:

- Please send cover letter and CV to: tplfjobs@tpl.ca (no phone calls please) by December 9, 2024
- Please include: APPLICATION FOR EXECUTIVE ASSISTANT ROLE - <YOUR NAME> in subject line

Only qualified candidates will be contacted.

Thank you for your interest in the Toronto Public Library Foundation.