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# Senior Executive Assistant

Professional

New York, NY, US

30+ days ago

Requisition ID: 1204

## Salary Range:

\$120,000.00 To \$145,000.00 Annually

## Mellon Foundation

### Senior Executive Assistant

The Mellon Foundation (“Foundation”) believes that the arts and humanities are where we express our complex humanity, and we believe that everyone deserves the beauty, transcendence, and freedom to be found there. Through our grants, we seek to build just communities enriched by meaning and empowered by critical thinking, where ideas and imagination can thrive. The Foundation makes grants in four core program areas - Higher Learning, Arts and Culture, Public Knowledge, and Humanities in Place - and through its signature Presidential Initiatives. The Foundation seeks a Senior Executive Assistant.

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## Position Summary:

The **Chief Financial Officer & Treasurer (CFO)** seeks a seasoned, proactive, and results-oriented **Senior Executive Assistant** with exceptional communication (verbal and written), organizational skills, and sound judgment. This role requires managing time-sensitive, detail-oriented tasks with discretion, adaptability, and strong problem-solving abilities. The ideal candidate is resourceful, articulate, and skilled in project management, thriving in a dynamic and collaborative environment. Clear thinking, strong communication, and excellent interpersonal skills are essential.

The CFO provides strategic leadership for the Finance and Facilities departments, ensuring sound financial and operational stewardship that advances the Foundation's mission. Mellon Finance encompasses budget and financial planning, financial reporting and operations, procurement, investment accounting, tax, risk management, internal audit, and treasury. Mellon Facilities includes facilities management, office services, and capital planning and projects.

## Position Description:

Reporting to the CFO, the Senior Executive Assistant works closely with the Finance and Facilities leadership team and Foundation staff. Key responsibilities include:

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- **Executive Support:** Manage complex calendars, schedule meetings, prepare materials, coordinate travel, and ensure the CFO is fully prepared for engagements. Build and maintain strong relationships with key stakeholders, acting as trusted liaison for the CFO.
- **Communication & Coordination:** Serve as the primary point of contact for finance and facilities leadership, managing communications, screening calls, and maintaining a structured system for tracking and prioritizing tasks. Oversee high-volume email management, ensuring correspondences is promptly sorted, prioritized, and addressed to support seamless workflow and responsiveness.
- **Meeting & Project Management:** Coordinate meeting materials, deadlines and follow-ups. Assist in planning and executing meetings, retreats, and events. Support board committee meetings and projects in managing materials, tracking deadlines and ensuring follow-up actions are completed.
- **Document & Records Management:** Draft, edit, and proofread financial documents. Oversee records retention and ensuring compliance.
- **Confidentiality & Compliance:** Handle sensitive financial information with the utmost discretion and integrity.
- **Finance Operations:** Manage expense processing, invoice tracking, and budget monitoring. Oversee office administration, including supplies, mail distribution, document storage, and ensure compliance with record-keeping policies.

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- **Additional Responsibilities:** Perform other duties as needed to support department goals.

## Qualifications:

Applicants should have:

- 10+ years of C-suite experience, preferably supporting a CFO or finance team.
- Exceptional organizational, time management, and multitasking skills.
- Strong verbal and written communication with keen attention to detail.
- Proven ability to work independently, prioritize effectively, and meet deadlines in a fast-paced environment.
- High level of professionalism, discretion, and ability to manage confidential financial information.
- Strong problem-solving skills with ability to anticipate needs and act proactively.
- Advanced proficiency in Outlook, Microsoft Word, Excel, and PowerPoint.
- Sound judgment, diplomacy, and the ability to navigate complex situations.
- Experience in developing and managing project plans.
- A proactive, solutions-oriented mindset.

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Mellon Foundation is an equal opportunity employer. Mellon offers a generous total reward package that includes base salary and a comprehensive benefits program, as well as an excellent working environment. Mellon is committed to providing compensation that is competitive and equitable within the philanthropic sector. The estimated annual salary range for this role is \$120,000 – 145,000. The amount of pay offered will be determined by several factors, including but not limited to qualifications, unique skills, credentials, or experience that is expected to impact the candidate's contribution to the role. We will also consider market data as well as the Foundation's internal pay equity framework.

The Mellon Foundation is committed to access and inclusion for our applicants. If you have accessibility requests to support your participation in the hiring process, please let us know at your earliest convenience.

Please note that Mellon maintains a hybrid work schedule, with three days per week in person at the Foundation's Manhattan offices.

Candidates should apply by submitting a cover letter describing fit for the position and a resume **by April 30, 2025.**

The Foundation will consider each response carefully, but only contact those individuals it believes are most qualified for the position.

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