



dalhousie
medical research
foundation

Executive Assistant to the CEO

About Dalhousie Medical Research Foundation (DMRF)

Dalhousie Medical Research Foundation (DMRF) provides critical support to local health research by fundraising to attract the best resources available to bolster their leading-edge work. Whether it's talent, equipment, training, or space, DMRF exists to strengthen this research to positively impact health outcomes regionally, nationally, and internationally. Collaboration is vital to our success, and we nurture strong relationships with research institutes locally, and across geographic borders, who share our quest for innovative outcomes. Our Board of Directors includes local, national, and international members who enhance our ability to have greater depth of knowledge, expertise, and diversity. Our members care passionately about health research and its potential to improve the health outcomes of people in this community and beyond.

In 1979, a group of business and community leaders, along with members of Dalhousie's Faculty of Medicine, came together because they believed in the power of medical research to change and save lives - they also believed our region could and should be a leader in medical research excellence; DMRF was formed. Over forty years later, DMRF has raised tens of millions of dollars, and supported hundreds of world-class researchers by endowing projects, training leaders in health research, building partnerships, and funding new discoveries. This is changing health outcomes locally, and all over the world.

Job Summary

Reporting to the CEO, the Executive Assistant will work collaboratively with the Executive Team, as well as with the Board of Directors, researchers, faculty members, donors, and partners to support and cultivate a strong relationship between the Dalhousie Medical Research Foundation (DMRF) and its stakeholders.

The Executive Assistant (EA) is responsible for planning and coordination of administrative and organizational support for the CEO, in addition to working with the broader Executive Team. The EA ensures that the office is run in an effective and efficient manner. The EA acts as an extension of the Executive Team in a manner that is professional and maintains strict confidentiality with all materials, and exercises discretion at all times.

Job Description

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Halifax, NS B3H 4R2
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Email: dmrf@dal.ca

KEY RESPONSIBILITIES

Provide support to the CEO to significantly improve the coordination of the Executive Team to meet operational requirements, reporting significant issues to the CEO.

- Establishes a systematic method for self and others to track commitments and the completion of tasks to meet important deadlines.
- Independently manages calendars, using Outlook, by scheduling appointments, anticipating needs, changes, and rearranging meetings as appropriate. Advises the Executive Team of commitments, potential conflicts, and relevant issues.
- Prepares agendas and materials for meetings coordinated by the CEO, including Executive Team meetings. Ensures the CEO is prepared with background information and materials for all meetings, specifically packages for donor visits.
- Prepares and edits routine correspondence, documents, and reports paying strict attention to detail. Uses independent judgement to compose general, non-technical business documents. Copies and/or distributes miscellaneous materials as required, ensuring strict adherence to confidentiality of information.
- Responds to incoming telephone inquiries; screens and redirects calls as appropriate; responds to inquiries, complaints, etc.; takes and relays messages; retrieves and distributes messages from voice mail.
- Pursues and obtains data and documents on behalf of the CEO, usually from internal University departments and sources; organizes the printing of documents and distribution.
- Works with Raiser's Edge paying close attention to detail to ensure CEO donor updates, tasks, etc. are properly recorded, updated, and/or actioned.
- Manage, coordinate, and arrange senior executives' travel and travel-related activities, including hotel booking, transportation, and meal coordination paying specific attention to detail and location of appointments including maps and other relevant contact information. Prepares all relevant expense claim documentation at the end of each trip.



Provide support to the CEO with input from the Executive Team in the **day-to-day** management of the Office.

- Organizes team communications and plan events, both internally and offsite. Plans agendas, prepares meeting materials, and books venues/catering, along with the events.
- Assists the Executive Team with projects as assigned, including the coordination of information to prepare packages for donor and prospect visits, and assisting with travel arrangements.
- Assists the Executive Team in keeping important information and documents organized physically, and electronically. Including a regular review and update of filing systems to ensure they are organized and up to date.
- Provide daily and back-up support to reception, including lunch breaks, vacation, and other unplanned leaves.
- Coordinate with reception the recording, sorting, and distributing of mail following proper protocols; prepare documents and packages for pick up or delivery.
- Liaise with donors (and other office guests) of the CEO in a manner that focus' on a superior donor experience.
- Ensures meeting rooms are appropriately set-up and refreshed before and after internal and external meetings.
- Lead the onboarding of all new colleagues (which includes but is not limited to preparing the orientation binder, setting up introduction meetings, greeting on the first day, tour of the office, day 1 lunch coordination, workspace set up, personal storage, mailbox, promo items for new colleagues).
- Supports ad hoc activities and the delivery of internal initiatives where applicable.

Develops relationships and maintains liaison with the **DMRF Board of Directors** on behalf of the CEO and the Executive Team.

- Maintains an accurate and up-to-date listing of current Board members, addresses, and contact information. Ensures updates are input into Raiser's Edge.



- Coordinates and maintains schedules of Board of Director and associated committee meetings.
- Coordinates and assembles information for the Board meeting packages with the CEO and Executive Team.
- Assists in the organization of Board meetings and board committee meetings. Attends meetings with the CEO and records minutes and/or action items for later distribution.
- Keeps adequate records of Board meetings and minutes, including ancillary records as required by legislation.
- On the CEO's behalf, liaises with the Board of Directors to exchange information. Ensures follow-through of any inquiries to the appropriate individual and ensuring that all relevant parties are informed.

Other related duties as assigned.

QUALIFICATIONS

- 4+ years experience in administrative role reporting directly to management
- Post-secondary education (preferred)
- Experience in working with a Board of Directors considered to be an asset
- Experience in a fast-paced environment requiring quick and appropriate decision-making skills to meet tight deadlines
- Superb written and verbal communication skills
- Excellent organizational and prioritization skills with a strong attention to detail
- Proficiency in Microsoft Office and other office productivity tools, with aptitude to learn new software and systems

RELEVANT SKILLS AND KNOWLEDGE

- Ability to learn, absorb, and recall information at a very fast pace
- Demonstrates the ability to act confidentiality and good judgment are critical as this position will be exposed to information and content of a highly sensitive nature
- Flexible team player willing to do what it takes to get the job done; adaptable and enjoys a challenge
- Strict attention to detail and accuracy with an appreciation for the implications of errors
- Possess excellent interpersonal skills that enable you to interact with a diversity of people and support resolution of issues



- Demonstrate a commitment to diversity and inclusion

Work With Us

We are a strong team with a passion for not only advancing health research outcomes, but for a work environment that is supportive, hardworking, and fun. Now, more than ever, the world has seen the power health research has to affect the health and wellness of each of us. If you are looking to advance your philanthropic acumen by working with a gifted and talented team, in a culture that encourages growth and professional development, DMRF is the place for you. At DMRF, your voice will be heard. We value your knowledge and expertise and will be looking to you to advise us on the latest and greatest philanthropic best practices. We encourage you to come to our table, ready to share your experience and enthusiasm!

We are committed to employment equity and diversity in the workplace and welcome applications from individuals from equity-seeking groups such as women, racialized/visible minorities, Indigenous/Aboriginal peoples, African Nova Scotians, persons with a disability, persons who identify in the 2SLGBTQ+ community and others who reflect the diversity of Canadian society.

DMRF provides competitive compensation, including RRSP, health benefits, and other unique programs to support the health and well-being of you and your family.

Deadline to Apply is Friday, February 18, 2022. Please email your cover letter and resume to Mr. Matthew King, Director, Finance & Operations, matt.king@dal.ca

Notes

This is a permanent, full-time position and is paid between \$50,000 - \$60,000 per annum based on level of experience, at 35 hours per week.

This position is located in Halifax, NS and will be eligible for hybrid work (combination of in-person and remote work) as agreed by all parties based on operational requirements and policy guidelines.

The successful candidate will be required to provide proof of full vaccination or may seek an accommodation from vaccine requirements on grounds [protected under provincial human rights legislation](#).

