



Executive Assistant

About CAGP

The Canadian Association of Gift Planners (CAGP) is a national association that inspires and educates professionals involved in strategic philanthropy. Our members are fundraisers at charities and professional advisors who are enormously passionate about what they do – helping Canadians realize their philanthropic dreams. CAGP is also an important voice of philanthropy in the social benefit sector and has a long track record of influencing tax and legislative matters that support charitable giving.

We have a small, dedicated staff team that has a big impact. We offer a fun and flexible work environment with a good benefit package. You will have a powerful opportunity to grow and expand your professional skills, connect with a pan-Canadian community to build your network and make a real difference.

Position Overview

The Executive Assistant is a vital role supporting the administration functions of the organization. Reporting to the President & CEO, the position is responsible for the day-to-day administrative tasks associated with the executive office, including administration of CAGP's national Board of Directors, the Board of Directors of the CAGP Foundation and certain national committees. The position also ensures the day-to-day smooth running of the CAGP office, and providing administrative support on certain functions including Chapter Relations, member services, and the annual national conference.

Duties and Responsibilities

- Provide administrative support to the President & CEO, including scheduling meetings, booking travel, responding to email/correspondence.
- Coordinate meetings and teleconferences of the CAGP national Board of Directors, including maintaining meeting schedule, arranging meeting space, meals and accommodation where necessary for in-person meetings.
- Provide administrative support related to the Board of Directors and committees, and the CAGP Foundation Board of Directors, including logistical matters, sending meeting invitations, compiling and disseminating agenda package
- Attend meetings, coordinates logistics and transcribes minutes
- Support Chapter Relations teams with administration for various committee meetings, including scheduling, preparing and disseminating agendas and materials, attending meetings and transcribing minutes.
- Acts as point-of-contact for Chapters on administrative matters, triaging to resolve or delegate as appropriate.
- Coordinate all administrative aspects related to the Annual General Meeting of the members.
- Support the Board in various tasks associated with its annual workplan
- Responsible for maintaining website and intranet for the Boards of Directors, including posting and updating Board materials, governance documents and other relevant information.

- Maintain associated files related to Board and committees and associated tasks.
- Coordinate miscellaneous tasks associated with the smoothing running of the office, such as maintaining office supplies, liaison with IT and building management.
- Supports certain administrative tasks in relation to job postings and local Chapter event posting, where necessary.
- Other duties as required.

Qualifications

- Minimum of 5 years administrative experience, ideally in the non-profit sector.
- Highly organized with a well-honed attention to detail; ability to anticipate and be pro-active in identifying and addressing work priorities.
- Comfortable working with online databases and website administration tools.
- Strong orientation to quality customer service and exemplary interpersonal skills; ability to work effectively with colleagues in a team setting
- Solid communication skills; ability to craft well-written emails and messages; experience in taking and transcribing minutes of meetings, and ability to communicate in a clear, succinct and professional manner
- Strong computer skills with solid working knowledge of MS Office applications and other digital platforms and tools; basic website content management skills would be an asset
- Experience working with volunteers, and an interest in a career path in the non-profit sector is ideal
- Competency in both official languages would be considered a strong asset.

Specifications

The position is ideally located in Ottawa. Other locations will be considered for the right candidate.

This is a full-time, permanent position. Compensation will be between \$47-52k/yr, commensurate with experience. A solid group benefits package is offered after a 3-month probationary period.

CAGP is committed to employment equity and welcomes diversity in the workplace. All qualified applicants will receive consideration for employment.

Deadline for application

Interested candidates, please submit a cover letter and resume to hr@cagp-acpdp.org. Applications will be considered as they are received and until the position is filled.

We thank all applicants for their interest but only those selected for further consideration will be contacted.