



Executive Assistant to the CEO

Boston, MA

About Us

Social Finance is a national impact finance and advisory nonprofit. By working with the public, private, and social sectors, we create partnerships and investments to measurably improve lives. In the past decade, we have mobilized over \$225 million to help more than 35,000 individuals realize improved outcomes in education, economic mobility, health, and housing.

We are driven by the belief that social and economic systems should enable all people to thrive, and the conviction that we can create the most meaningful and measurable change in our communities when governments and markets work together. Our organization is built upon four core values:

- Putting people first
- Focusing on results
- Demonstrating the highest standards of integrity and accountability
- Building enduring cross-sector partnerships

And it is strengthened by a commitment to [diversity, equity, and inclusion \(DEI\)](#).

We work across three core practice areas: impact investing, advisory, and field building. Through our impact investing portfolio, we develop and manage innovative investments, including the [Career Impact Bond](#) and the [Social Impact Bond](#). In our advisory practice, we work alongside impact-focused leaders to implement outcomes-oriented approaches. And in our field-building work, we share firsthand learnings and best practices to catalyze social impact in the field. Across all our work, which spans the public, private, and social sectors, we continually challenge ourselves and our partners to use funding and data in innovative ways to create lasting impact.

The Opportunity

We are currently searching for an experienced executive assistant to provide direct support to our inspiring CEO and co-Founder Tracy Palandjian. This position is an excellent opportunity to be the right hand to a highly reputed leader, immerse yourself in contributing to practices that drive social change, and join a fun and energetic team!

Responsibilities

- Proactively manage the CEO's calendar, identifying and addressing scheduling conflicts, ensuring a balanced cadence to each day and week, allowing for buffer time to prepare for and debrief meetings; ensuring ad hoc meetings are properly prioritized against recurring ones.
- Provide confidential management of email inbox, calls, and mail – help to flag important communication, draft emails, prioritize and ensure responses
- Work with the CEO to ensure she is prepared for meetings by conducting research and gathering materials as needed
- Complete all administrative work on behalf of the CEO, including: monthly expense reports and biweekly time tracking; research and book complex travel itineraries; be on call to handle last-minute changes in travel as necessary
- Manage all administrative processes related to the Board of Directors; manage calendaring, logistics, and management for all board meetings and events; support board member relations and communications
- Support the CEO in all aspects of Client Relationship Management (CRM) including tracking of contacts, recurring meeting planning, and any associated communications
- Partner with the Staff & Strategy team to identify additional area(s) of focus based on desired professional growth and firm need (e.g., Knowledge Management, firm-wide Client Relationship Management, Office Management)
- As part of the overall administrative team, provide back-up support for fellow administrative staff (e.g., staff reception occasionally, provide interim calendar management for executives); provide additional general support as needed (e.g., managing team-wide calendar of recurring management meetings and events, supporting office management, planning team-wide events and lunches, providing basic tech support), support onboarding and coaching of administrative assistant and, as appropriate, assume a leadership role across administrative team priorities

Qualifications

We seek a highly motivated candidate who is committed both to providing administrative support and to fulfilling our mission and vision.

- 5+ years of experience as an assistant, at least 2+ years as EA to a CEO or another senior-level executive
- Bachelor's degree OR equivalent experience providing direct support to an executive
- Excellent written and oral communication skills
- Proficiency with Microsoft Office, Google Suite, and Zoom; familiarity with CRM systems a plus
- Highest commitment to ethics, integrity, and confidentiality – proven experience holding confidential information for an executive
- Ability to anticipate and proactively address the needs of others

- Demonstrated ability to prioritize tasks and meet deadlines; to work independently; to stay organized and poised under pressure
- Flexibility in the face of a fast-paced organization whose administrative support needs may change over time
- Commitment to enhancing a team culture of inclusion, belonging and equity
- Upon full office reopening and in line with local, state and federal safety protocols, be able to work out of Boston office on a regular basis

Benefits

At Social Finance, we strive to deliver a benefits program that will enhance our overall value proposition to employees. Our current benefit offerings include:

- Comprehensive health care coverage: medical, dental and vision insurance; flexible spending accounts; Employee Healthy Actions programs and more
- Retirement savings plan with employer contribution
- Short-term, long-term and life insurance policies
- Commuter benefits and cell phone reimbursements
- Dedicated budgets for team building and employee recognition
- Annual budget for external professional development opportunities
- Mentorship and onboarding programs
- Collaborative and energizing workspaces in downtown Boston, San Francisco, and Austin
- Paid vacation and paid holidays (with 12/24-1/1 off every year)
- Paid parental leave
- A truly stellar team of high performing, values-driven and fun (!) professionals

Application

Applicants must be permanently authorized to work in the United States on a full-time basis. Send cover letter and resume to hire@socialfinance.org (Subject line: Executive Assistant to the CEO). Review of applications will begin immediately. No phone calls please.

Social Finance, Inc. is an equal opportunity employer, and all qualified applicants will be afforded equal employment opportunities without discrimination because of actual or perceived race, color, national origin, sex, age, religion, creed, disability, marital status, citizenship, ancestry, personal appearance, sexual orientation, gender identity or expression, political affiliation, military status, status as a protected veteran, genetic information or any other legally protected status.