



POSITION DESCRIPTION: EXECUTIVE ASSISTANT

ORGANIZATION:

L&L Management, Inc., based in Charlotte, N.C., is a family office formed in 2005 to manage the financial, investment and administrative needs of individual family members and related entities, including The Leon Levine Foundation. Services include personal accounting and reporting, cash flow planning, bill pay and expense reporting, tax planning, investment and balance sheet administration, legal oversight, insurance management, employee benefits, human resources, and concierge services.

Established in 1980, the **Leon Levine Foundation (TLLF)** supports nonprofits in North and South Carolina that specialize in education, healthcare, human services, and Jewish values. Now with more than \$1.5 billion in assets, The Leon Levine Foundation continues to grow and is one of the largest private foundations in the country. Based in Charlotte, N.C., the Foundation invests in nonprofits with strong leadership, a track record of success, and a plan for financial sustainability. Through its investments, the Foundation empowers underserved Carolinians to self-sufficiency and strengthens the Jewish community.

OPPORTUNITY:

Every day, you will be surrounded by smart, motivated, collaborative teammates with varied life experiences who have been successful in other industries and decided to dedicate their working years to lifting up others. Come join some of the most dedicated philanthropists in the region in a traditional yet dynamic setting. After celebrating TLLF's first 40 years of giving, join the team as the Foundation looks forward to many more decades of impact at one of the largest private grantmaking foundations in the mid-Atlantic.

TLLF seeks employees from diverse backgrounds, faiths, and life experiences to join the team. It is critical to TLLF's success that this diversity is celebrated and can truly flourish. The Foundation continues to work to create an equitable workplace where all good ideas rise to the top. For more information, please visit www.leonlevinefoundation.org.

REPORTS/RELATIONSHIPS:

This position will report to the President of L&L Management, Inc., and The Leon Levine Foundation and will support the executive team (President, Board Chair and Senior Vice President).

BASIC FUNCTIONS:

The Executive Assistant will provide high-level administrative support, ensuring the efficient operation of the executive suite. This role requires exceptional organizational skills, attention to detail, and the ability to handle sensitive information with discretion.

Specific duties will include, but not necessarily be limited to:

- Ensure the effective operation of the Executive office, including the confidential handling of all communications and gracious representation of the Executive Staff and the Foundation.

- Working knowledge of the Foundation's organizations, services, and civic initiatives.
- Manage the executive team's calendars, including scheduling meetings, appointments, and travel arrangements.
- Prepare and edit correspondence, reports, presentations, and other documents.
- Coordinate and facilitate communication between the executive team and internal/external stakeholders.
- Organize and maintain confidential files and records.
- Assist in the preparation of board materials, including agenda preparation and minute-taking.
- Take effective and confidential notes for the executive team in meetings.
- Manage incoming calls, emails, and other communications on behalf of the executive team.
- Plan and coordinate events, conferences, and special projects as needed.
- Uphold a strict level of confidentiality.
- Perform other administrative duties as assigned to support the executive team.

QUALIFICATIONS:

- Bachelor's degree preferred.
- Certified Executive Assistant (CEA) certification or similar certification preferred.
- Minimum of 8-10 years of experience as an Executive Assistant to a senior-level manager.
- Strong proficiency in Microsoft Office Suite (Word, Excel, PowerPoint, Outlook).
- Excellent written and verbal communication skills.
- High level of professionalism and discretion in handling confidential information.
- Strong organizational and time-management skills with the ability to multi-task and prioritize tasks effectively.
- Ability to work independently and as part of a team in a fast-paced environment.
- Exceptional attention to detail and problem-solving skills.
- Ability to work with confidential and sensitive information.
- Initiator who is conscientious, detail-oriented, and self-motivated.
- Positive attitude, tactfulness, punctuality, and team oriented.
- Personally committed to high-quality work.
- Awareness and ability to anticipate the needs of the executive team.

BENEFITS

- Competitive salary, bonus, and discretionary grant pool
- Eligible for review and performance-based compensation adjustment each June 30
- 401(k) with a 5% company match
- Employee Health Insurance (75% employer paid premiums)
- Employee fully paid dental, disability, and life insurance
- 15 days of annual leave, prorated for the first year and increases with continued employment, along with 10.5 paid holidays and paid sick leave.
- Lifestyle Spending Account
- Opportunity to work on meaningful projects that make a real difference in the world.
- Collaborative and supportive work environment
- Professional development opportunities