The W. K. Kellogg Foundation, a leading national philanthropy helping communities create the conditions children need to thrive, is seeking nominations and applications for a **senior executive assistant** to work with staff and grantees in its **Jackson, Mississippi** office. Working in close partnership with program staff in the foundation’s offices in New Orleans, Louisiana, and with the support and partnership of a team of executive assistant peers throughout the United States and Mexico, the new senior executive assistant will be the face of the foundation’s Jackson office. She/he/they will provide high-level executive and administrative support to the Director and other leadership and carry out a broad range of responsibilities which may also include budget planning/processing, contract assistance, program support and special projects.

**CORE COMPETENCY REQUIREMENTS**

| Education/Experience | Required - Minimum of bachelor degree plus five years’ **administrative or management support experience**; or high school diploma or equivalent with at least eight years of previously mentioned experience.

Foundation or nonprofit experience helpful. |

**Competency Expectations**

This role has interpersonal and technical competencies. **Highlights** include:

- **Planning**: accurately scopes out length and difficulty of tasks and projects; sets objectives and goals; breaks down work into the process steps; develops schedules and task/people assignments; anticipates and adjusts for problems and roadblocks; measures performance against goals; evaluates results.

- **Managing and Measuring Work**: clearly assigns responsibility for tasks and decisions; sets clear objectives and measures; monitors process, progress and results; designs feedback loops into work.

- **Systems Thinking**: understands entire situations and the details within them; takes a broad organizational perspective; considers the impact of their actions on the organization; quickly spots organizational opportunities and ramifications when presented with new ideas; seen as systematic, pragmatic, collaborative, reflective, broad-minded, critical thinker.

- **Strategic Agility**: sees ahead clearly; anticipates future consequences and trends accurately; has broad knowledge and perspective; future oriented.

- **Cultivates Innovation**: identifies continuous improvement actions and alternatives by exploring different lines of thought and viewing situations from multiple perspectives; consistently remains open to ideas offered by others.

- **Technical: knowledge**: proficiency in spreadsheet and database software (Excel) and automated accounting systems (SAP or similar system preferred).

The W. K. Kellogg Foundation is an equal opportunity employer and proudly values diversity. Employees of all backgrounds are encouraged to apply.

For more information and to apply, please visit [www.wkkf.org/employment](http://www.wkkf.org/employment).