

## **Executive Assistant/Administrative Assistant**

**Location:** Princeton, NJ (Hybrid: 2+ days in-office per week)

**Reports to:** Executive Director

**Type:** Full-time

### **About the Burke Foundation**

The Burke Foundation is a philanthropic organization based in Princeton, NJ, focused on the healthy development of children and families across New Jersey. We invest in early childhood, maternal health, and family well-being to create long-term, systemic change.

### **About the Role**

The **Executive Assistant/Administrative Assistant** is a proactive, detail-oriented, and resourceful individual who will work alongside the executive leadership team to ensure smooth operations. This role is central to ensuring the day-to-day effectiveness of our operations and administration, helping to build an internal infrastructure that supports our impact across New Jersey.

In this fast-paced and collaborative environment, the **Executive Assistant/Administrative Assistant** will support the Executive Director and President with scheduling and travel; oversee administrative and office management; support events and Board meetings; and manage bookkeeping tasks, as needed. The ideal candidate possesses exceptional written and verbal communication skills, thrives on juggling multiple priorities, anticipate needs, and brings a spirit of continuous learning and initiative to their work.

Foundation hours are Monday through Friday, 9:00 am–5:00 pm.; staff work from the Princeton, NJ office on Tuesdays and Thursdays. This position requires checking on various items outside office hours and handling them as they surface. While the team works from home three days per week, the **Executive Assistant/Administrative Assistant** may be asked to be in the office more frequently given the nature of the responsibilities.

### **Key Responsibilities**

#### **1. Administrative & Executive Support (70%)**

- Provide high leverage daily administrative support to the Executive Director and, as needed, to the President, including calendar and travel management, daily agendas/schedules, expense reports, meeting prep, and correspondence
- Schedule ongoing internal meetings and conference calls; prepare agendas, materials, and follow-up notes
- Track weekly priorities and maintain a checklist of ongoing tasks, including scheduling, travel, supplies, and event logistics
- Anticipate and respond to Executive Director's needs and time-sensitive issues with urgency and professionalism

- Provide regular updates—ideally daily, or at least several times/week—outlining completed tasks and upcoming priorities

## **2. Office & Operations Management (10%)**

- Oversee daily office operations, including managing equipment and resolving technical issues and facility needs, ordering supplies, food for meetings/events; sort mail, prepare mailings, serve as point of contact for vendors (e.g., IT, landlord, printer)
- Conduct weekly office walk-throughs to check and re-order supplies, remove clutter, and maintain a welcoming environment
- Monitor the Foundation's general email account and respond to external inquiries; update staff calendar, and screen phone messages
- Additional duties to be assigned

## **3. Board & Event Support (10%)**

- Coordinate scheduling, logistics, and materials for quarterly Board of Trustees meetings and other convenings
- Prepare and distribute Board books; maintain Trustee correspondence; record and distribute Board meeting minutes
- Support in-person events for staff, grantees, and funders with planning, materials, and logistics

## **4. Grants Management, Bookkeeping & Financial Support (10%)**

- Scan, file, and archive key documents for reference and audit purposes
- Prepare and distribute grant award letters on behalf of Executive Director
- Coordinate check processing with external accountant
- Reconcile Executive Director's credit card expenses using Expensify and maintain records
- Coordinate Trustee and staff discretionary grants and associated documentation

## **Qualifications**

- Bachelor's degree and 7+ years of relevant experience in executive leadership management, operations, or administrative support; familiarity with nonprofit sector preferred
- Proficiency in Microsoft Office (Word, Excel, PowerPoint), Zoom; familiarity with CRM and grant management tools a plus
- Exceptional attention to detail, organizational, and problem-solving skills; demonstrated abilities in prioritization, time management, and problem-solving. Ability to manage multiple priorities under tight deadlines and anticipate and meet staff needs
- Exceptional written and verbal communication skills and the ability to interact with a wide range of stakeholders that includes grantees, Board, staff, and program partners
- Experience managing financial processes such as reconciliations; familiarity with Expensify a plus
- Self-starter with excellent judgment and a collaborative mindset; ability to act independently within established guidelines
- Ability to maintain confidentiality and handle sensitive information with discretion
- Interest in and alignment with the Foundation's mission to support children and families in New Jersey

## Compensation and Benefits

This is an exempt, salaried position with a range of \$75,000–\$85,000 a year commensurate with experience. Employee benefits include 401k match, platinum-level health coverage, dental and vision insurance, generous paid time off, paid parental leave (including for adopted children), company holidays (including the week between Christmas and New Year's Day), and half-day summer Fridays.

## Application Process

Please send a resume and cover letter that thoughtfully explains how you will contribute to the mission of the Burke Foundation as a single PDF attachment (filename: LastName\_FirstName.pdf) to Sandy Moskovitz at [sandra@burkefoundation.org](mailto:sandra@burkefoundation.org) with the email subject "Executive Assistant/Administrative Assistant."

This is a hybrid position that requires being in our Princeton office at least 2 days per week. Occasional evening and weekend events may be required, as well as off-site meetings and events throughout the week. During certain times of the year, a heavier workload may be required. Applications will be accepted until November 15; qualified candidates will be contacted on a rolling basis. Estimated start for the position is January 2026.

*The Burke Foundation celebrates the diversity of our nation and community, and we seek to build a team that reflects that diversity. We welcome and encourage all qualified applicants who share that vision, and we want to engage all those who can contribute to our work and the mission. We encourage any individual to apply for this position, and we do not discriminate based on ethnic, racial, gender, socioeconomic background, or on any other basis prohibited by applicable law. The Foundation abides by all applicable rules and regulations in its recruiting and employment practices, including the Americans with Disabilities Act and state disability laws.*

## About the Burke Foundation

The Burke Foundation is a leading philanthropic institution in New Jersey, with a history of supporting innovative programs that create equal opportunities for all families and children. The Foundation was established in Princeton in 1989 by the late Jim E. Burke and his wife Diane ("Didi") Burke. During his 37 years with Johnson & Johnson, Jim Burke built a legacy of visionary leadership and served as Chairman and CEO for the last 13 years of his tenure. Jim received the highest civilian honor in the nation in 2000, the Presidential Medal of Freedom, and was named one of history's greatest CEOs by Fortune magazine.

In 2017, the Foundation reimagined our grantmaking focus and strategy, identifying prenatal health and early childhood development as areas where our investments can achieve the greatest good for New Jersey children and their communities.

Through grantmaking and intense collaboration, we work with nonprofits to identify, rigorously evaluate, and help scale programs and policies that foster the healthy development of children and families in New Jersey.

To learn more about our history and work, please visit our website, <https://burkefoundation.org/>