

Robertson Foundation | Executive Assistant

- *Do you excel at supporting senior leaders by anticipating needs, managing complex schedules, and ensuring seamless execution of logistics and correspondence?*
- *Are you meticulous, highly organized, and able to juggle multiple priorities with grace and speed?*
- *Do you exercise sound judgment and discretion when handling sensitive information related to grantees, Board members, and Foundation leadership?*
- *Are you a clear, professional communicator who can represent an executive with polish in written and verbal correspondence?*
- *Do you thrive in a fast-paced environment, acting proactively and independently while remaining a collaborative team player?*
- *Are you curious about philanthropy and eager to support the operations of a mission-driven foundation?*

If you answered YES to all the above, we invite you to apply to the Robertson Foundation for a full-time position on our team.

The Robertson Foundation:

The Robertson Foundation is a private, family-led foundation established in 1996 by Julian Robertson and his wife, Josie. By taking a targeted yet creative approach to philanthropy, the Foundation aims to have a positive social and environmental impact and to create a legacy that reflects its values. At present, the Robertson Foundation is predominantly focused on grantmaking in medical sciences, environment and climate, and public education improvement. In its grantmaking, the Robertson Foundation seeks to optimize the potential impact of its grants.

The Position:

The Executive Assistant will play a key role in ensuring the smooth operation of the schedule, correspondence, and cross-functional priorities across both the Executive Director and Education Program Director functions, held by a single individual.

Our team aspires to move with pace and think carefully, while operating across time zones. The Executive Assistant will need to serve as a trusted administrative and operational partner—managing a demanding calendar, exercising discretion with sensitive information, and anticipating needs before they arise. The ideal candidate is equally comfortable managing detailed logistics and drafting polished, professional correspondence, and anticipating and completing administrative tasks. It is an ideal opportunity for an individual seeking exposure to the social impact sector—especially philanthropy and K-12 public education—who is highly organized, communicative, and proactive.

Responsibilities include, but are not limited to:

Executive & Administrative Support

- Manage a complex and frequently shifting calendar for both the Executive Director and Education Program Director functions, held by a single individual, proactively resolving conflicts and prioritizing time in line with strategic priorities.
- Coordinate travel arrangements and itineraries, accounting for multiple time zones and aligning with key internal and external stakeholders.

- Draft, edit, and proofread correspondence, memoranda, and other written materials on behalf of the Executive Director and Education Program Director, exercising sound judgment regarding tone and content.
- Prepare briefing materials, meeting agendas, and follow-up action items for internal meetings, grantee convenings, and Board engagements.
- Track deadlines, deliverables, and commitments on behalf of the Executive Director, ensuring timely follow-through.
- Support expense reconciliation in coordination with the Finance team.
- Proof materials and documents as requested.

Board & External Relations

- Serve as a liaison between the Executive Director and Board members, grantees, co-funders, and other external stakeholders, handling all interactions with discretion and professionalism.
- Join external meetings as needed to take notes and draft follow-up correspondence to external partners.

Operations & Special Projects

- Organize and maintain confidential files, records, and documentation related to the Education Portfolio—both in Sharepoint and in GivingData—on behalf of the Executive Director and Education Program Director.
- Contribute to a collaborative team culture through respectful and timely communications, reliable follow-through, and a willingness to support colleagues across the Foundation.
- Assist with special projects, including support for staffing and portfolio initiatives.
- Anticipate the Executive Director's needs and proactively identify solutions to administrative and logistical challenges.
- Work in close partnership with the Executive Assistant to the President to ensure alignment across executive schedules, operational priorities, and cross-team workflows.
- Work as a team with others to provide coverage when colleagues are out.

Background and characteristics of strong candidates:

- A minimum of five years of experience as an Executive Assistant or in a comparable administrative role, ideally supporting a senior executive in a nonprofit, philanthropic, or professional services setting.
- Excellent written and verbal communication skills, marked by precision, clarity, and meticulous attention to detail.
- Demonstrated ability to exercise discretion and maintain confidentiality regarding sensitive personnel, grantee, and Board matters.
- Strong organizational skills and the ability to manage multiple competing priorities under tight deadlines, while balancing bigger picture objectives.
- Proficiency in Microsoft apps; familiarity with grants management systems and databases is a plus.
- Sound judgment and professional maturity, with the ability to represent the Executive Director and Foundation with grantees, Board members, and external partners.

- Proactive and able to suggest solutions as issues arise, both independently and in collaboration with others.
- Adaptable to changing priorities and plans; able to use common sense and good judgment.
- Comfort with AI tools to increase efficiency and work output while maintaining content integrity and thoroughness; including checking facts, tone, and assessment accuracy.
- Bachelor's degree preferred.
- Generosity of spirit and a sense of humor!

Compensation

The position is full-time, with a preference for candidates based in NYC but not required. The Foundation currently holds one in-person Team Day per week for NYC-based staff.

- Salary range for this position is \$95,000 – \$105,000 commensurate with experience.
- Includes an excellent benefits package including PPO healthcare, ample PTO, 401(k) contributions, and professional development opportunities.

How to Apply

If interested, please apply at [Robertson Pinpoint](#) by August 7, 2026.

About Our Recruitment Process

Thank you in advance for the time invested in our application. Unfortunately, we are not able to follow up with all applicants unless they are selected for a phone interview. The recruitment process will involve the following:

- Phone interviews
- Zoom interview with a member of the Foundation
- Complete an assignment similar to activities common for this position
- Finalist interviews with the Executive Director
- Robust background and reference check

We hope to welcome a new team member soon.

The Robertson Foundation values diversity and is committed to the recruitment and retention of individuals of diverse backgrounds, sex, race, religion, age, disability, gender identity, and sexual orientation.