



JOB TITLE: Executive Assistant & Operations Partner to the CEO
LOCATION: Irvine (Hybrid)
STATUS: Full Time
SALARY: \$100,000 - \$110,000

ORGANIZATION:

For nearly 30 years, TGR Foundation has worked to create a world where opportunity is universal and potential is limitless. With an unwavering commitment to positively impacting youth from under-resourced communities, its mission is to empower students to pursue their passions through education. TGR Foundation helps students learn, grow and prepare for their futures through a network of TGR Learning Labs and national programs focused on STEAM educational enrichment, health and well-being and career and college career readiness. For more information visit TGRFoundation.org or connect on [Facebook](#), [Twitter](#) and [Instagram](#).

JOB SUMMARY:

The Executive Assistant & Operations Partner to the CEO serves as the central operating hub of the Office of the CEO and a trusted strategic partner across executive operations, strategic execution, communications, relationships, and executive intelligence.

This role extends beyond traditional executive assistance, requiring exceptional judgment, discretion, communication capability, and the ability to anticipate needs, manage complexity, and translate priorities into execution across the organization. It functions as a force multiplier for the CEO by ensuring alignment, clarity, and follow-through across all areas of responsibility.

The ideal candidate is highly organized, emotionally intelligent, an exceptional writer, and comfortable using AI and modern productivity tools to continuously improve how work is done.

JOB RESPONSIBILITIES WILL INCLUDE:

EXECUTIVE OPERATIONS & SUPPORT

Summary:

Owns the CEO's time, information flow, and day-to-day execution environment to ensure focus, clarity, and efficiency.

- Manage the CEO's calendar with strategic prioritization and time protection.
- Manage inbox and executive communications, including drafting and triage.
- Coordinate travel, logistics, briefing materials, and preparation.
- Support Board coordination, including scheduling, communications and drafting board materials.
- Prepare agendas, talking points, presentations, and meeting materials.
- Track follow-ups, decisions, and commitments to completion.



- Improve workflows through systems, automation, and AI tools.

STRATEGIC EXECUTION & CEO OFFICE MANAGEMENT

Summary:

Ensures organizational priorities are clearly defined, actively managed, and executed across leadership teams.

- Track CEO and organizational priorities for alignment and progress.
- Coordinate cross-functional initiatives and clarify ownership.
- Surface risks, bottlenecks, and execution gaps with recommendations.
- Support decision-making through synthesis of insights and context.
- Maintain structured visibility into enterprise priorities and execution.

DEVELOPMENT & RELATIONSHIP MANAGEMENT

Summary:

Supports the CEO in advancing and strengthening high-value relationships that drive mission impact.

- Support donor, board, and partner engagements.
- Maintain CRM records (Salesforce or equivalent) with accuracy.
- Prepare briefing materials for external meetings.
- Draft follow-up communications, thank-you notes and other relationship correspondence on behalf of CEO
- Identify relationship insights and engagement patterns.

EXECUTIVE COMMUNICATIONS & THOUGHT LEADERSHIP

Summary:

Ensures the CEO's voice is clear, consistent, and compelling across all internal and external platforms.

- Draft internal and external executive communications in CEO voice.
- Develop first drafts of speeches, articles, and presentations.
- Support LinkedIn and external content aligned with brand and messaging.
- Coordinate with Marketing & Communications for alignment.
- Capture insights and translate into structured content.
- Support preparation for speaking and media engagements.

RESEARCH & EXECUTIVE INTELLIGENCE

Summary:

Provides timely, synthesized intelligence that supports informed executive decision-making.

- Conduct research on donors, partners, and stakeholders.
- Monitor trends in education, philanthropy, workforce development, and AI.
- Prepare concise executive briefing memos and summaries.
- Synthesize external information into actionable insights.



- Surface relevant news, risks, and opportunities for CEO awareness.

AI & EXECUTIVE PRODUCTIVITY

Summary:

Continuously improves how executive work is executed through AI, automation, and systems thinking.

- Identify opportunities to improve workflows using AI and automation.
- Build AI-assisted processes for recurring executive tasks.
- Use tools such as Copilot, ChatGPT, Claude, and others.
- Experiment with systems to improve efficiency and quality.
- Promote continuous improvement across executive workflows.

QUALIFICATIONS

- 5+ years supporting senior executives in high-trust environments (nonprofit preferred).
- Exceptional written communication and executive voice capability.
- Strong organizational and execution skills.
- High emotional intelligence, discretion, and judgment.
- Experience with CRM systems (Salesforce preferred).
- Experience supporting external stakeholders preferred.
- Ability to manage ambiguity and shifting priorities.
- Curiosity and practical use of AI tools.
- Absolute confidentiality required.
- Travel will be required
- Hybrid (minimum two days in office)
- Schedule: 8:00 A.M. – 5:00 P.M

IDEAL CANDIDATE

- The ideal candidate brings calm to complexity, structure to ambiguity, and consistency to execution.
- They are highly organized, proactive, and an exceptional writer who operates with low ego and high ownership.
- They are naturally curious and continuously look for better ways to work, actively leveraging AI and systems thinking to improve effectiveness.
- They understand their role as an extension of the CEO's effectiveness and operate with the guiding question:

TO APPLY: Send an electronic cover letter and résumé to Norma Partida at npartida@tgrfoundation.org. *No phone calls please.

TGR Foundation is proud to be an Equal Opportunity Employer.

This job description is illustrative of duties typically performed by this job. It is not intended to be an exhaustive listing of every job responsibility. Because job content may change from time to time, TGR Foundation reserves the right to add and/or delete job responsibilities from this position at any time.