

## EXECUTIVE ASSISTANT New Island Capital Management

### COMPANY

New Island Capital Management is a San Francisco-based investment advisor, focused exclusively on investments with both a financial return and a positive impact. We focus particular attention on communities, sustainable agriculture, alternative energy and the environment.

*New Island Capital's mission is to help its clients deploy capital – at scale – to generate appropriate, risk-adjusted financial returns and transform the way natural resources are used, businesses are built and communities thrive.*

Our investment mandate and resources place us among a handful of institutional-scale, mission-focused investors that target risk-adjusted returns while striving to accomplish environmental and social good. We have a long-term horizon, invest globally, and select investments across all asset classes.

### POSITION SUMMARY

New Island's Executive Assistant provides critical administrative support to leverage the effectiveness of the executive team in carrying out its mandate: CEO/CIO, COO/President, Investment Directors, and General Counsel. A qualified candidate must be poised, highly organized and competent in key administrative skills and possess strong communication skills.

### RESPONSIBILITIES

- Provide high level administrative support to the CEO/CIO, COO/President, and other executive team members
- Manage and maintain multiple executive calendars, including setting and confirming appointments, meetings and conference calls with a constant awareness of business priorities
- Coordinate complex domestic and international travel arrangements and itineraries
- Act as ambassador for executives in communications with business partners and clients
- Reconcile monthly corporate credit card billing statements, track executives' expenses and prepare expense reports
- Prepare, edit, proofread meeting materials, correspondence, documents, and presentations
- Compile agendas and take notes at Senior Leadership and Investment meetings
- Partner with Administrative Team to establish weekly priorities, exchange best practices and improve overall administrative support, assist with overflow and special projects

## QUALIFICATIONS

- BS or BA degree preferred
- 5+ years of administrative support experience, experience assisting senior level executives preferred
- Confident self-starter who can anticipate needs and actively seek solutions or pursue next steps without prompting
- Creative problem-solving skills for a fast-paced environment, outstanding follow-up and organizational skills with *meticulous attention to detail*
- Flexible, adaptable, responsive and reliable
- Demonstrates strong ownership of tasks to completion
- Excellent work ethic, willing to be hands-on and take charge of assignments with minimal supervision
- High degree of proficiency in Microsoft Office Suite (Word, Excel and PowerPoint)
- Ability to effectively communicate and collaborate with a diverse range of staff and job functions
- Discretion, diplomacy and excellent judgment with regards to confidential information

## LOCATION

This position is located in San Francisco, CA.

## EQUAL OPPORTUNITY EMPLOYER

New Island is an Equal Opportunity Employer, with diversity and inclusion as organizational core values. New Island sees immense value in hiring, training and promoting professionals from a wide variety of backgrounds. As such, New Island particularly encourage candidates from under-represented backgrounds to apply.

## TO APPLY

Candidates interested in this opportunity are requested to send a resume and a short, thoughtful cover letter to Kimberly Taylor at [KTaylor@careergroupinc.com](mailto:KTaylor@careergroupinc.com).