



EXECUTIVE ASSISTANT

OVERVIEW

Valhalla Impact (“Valhalla”) is the philanthropic organization of Scott Cook (co-founder of Intuit) and Signe Ostby. Valhalla invests in and supports innovative organizations aligned with its mission to drive measurable, meaningful improvement in outcomes that matter.

Valhalla’s four main focus areas are Early Childhood Development, K-12 Education, Medical Research and Talent, and Environmental Innovation. Valhalla also engages in collaborative philanthropy through The Audacious Project, Blue Meridian Partners, and NextLadder Ventures.

Scott and Signe have committed over \$1.4 billion to grants and impact investments to date and are proud signatories of The Giving Pledge. Valhalla applies a rigorous, data-driven approach to philanthropy and supports partners beyond funding to help them scale impact.

Learn more at www.valhallaimpact.com.

THE OPPORTUNITY

Valhalla is seeking a full-time **Executive Assistant** to provide high-quality administrative, coordination, and operational support to the President and senior leadership team. This role combines executive support with office and vendor management and is ideal for someone who enjoys variety, takes pride in strong systems, and thrives in a collaborative, mission-driven environment.

The Executive Assistant will report to the Managing Director of Finance and Operations and will serve as a trusted partner to leadership, helping the organization stay organized, prepared, and well-coordinated. Responsibilities will vary over time, with heavier meeting and event support during certain points of the year.

KEY RESPONSIBILITIES

The Executive Assistant will be an integral part of the Valhalla team, supporting the success of the organization in several important ways:

- **Executive & Leadership Support**
 - Provide administrative and scheduling support for the President, senior leadership team (currently four Managing Directors), and two trustees
 - Manage calendars, coordinate meetings, and prepare meeting materials
 - Organize and maintain correspondence, documents, and records
 - Draft and edit documents and presentations for internal and external audiences
 - Anticipate needs and proactively support leaders in a fast-moving environment

- **Vendor & External Partner Management**
 - Serve as the primary point of contact for external vendors and outsourced support in areas such as event planning, facilities maintenance, and website design
 - Supervise and coordinate the work of a part-time outsourced administrative assistant
- **Meetings, Travel & Events**
 - Plan and manage logistics for meetings, travel, staff retreats, board meetings, and grantee convenings
 - Coordinate event details across internal teams and external partners
- **Office & Team Operations**
 - Oversee day-to-day office needs, including supplies, catering, equipment, and facilities
 - Collaborate with the family office team on shared services such as HR and IT support
 - Identify and implement improvements to administrative systems and workflows
- **Hiring, Onboarding & Internal Culture Support**
 - Support recruiting and hiring processes, including coordination with search firms and interview scheduling
 - Manage onboarding logistics for new hires
 - Help plan team-building activities, celebrations, and internal events
 - Administer periodic staff surveys and compile results
- **Systems, Documentation & Administrative Operations**
 - Maintain shared drives and ensure adherence to file management guidelines
 - Support finance-related administrative processes such as vendor setup and expense reporting
 - Support grants management administrative processes, such as preparing grant agreements and updating grantee data in Salesforce
 - Prepare and process vendor contracts and NDAs
 - Maintain contact lists and email distribution groups
 - Post updates to the Valhalla intranet, website, and social media channels
 - Contribute to special projects and desk research as needed

CANDIDATE PROFILE

While no candidate will meet every qualification, successful candidates will bring many of the following skills and attributes:

- **Core Skills & Experience**
 - Strong attention to detail and ability to execute complex administrative tasks accurately
 - Excellent organizational and time-management skills, with the ability to manage multiple priorities
 - Strong written and verbal communication skills
 - Experience supporting senior leaders in a fast-paced environment
 - Ability to develop, maintain, and improve administrative systems and processes

- **Personal Attributes**

- Thoughtful, proactive, and service-oriented
- Comfortable working in a highly collaborative environment with open communication
- Solution-oriented and adaptable as priorities evolve
- Discreet and trustworthy when handling confidential information
- Values diversity of perspectives and continuous learning

- **Technical Skills**

- High proficiency with Google Workspace and Mac OS
- Experience with tools such as Zoom, Asana, Salesforce, MailChimp, DocuSign, Expensify, and WordPress is a plus
- Comfortable using AI tools to streamline workflows and improve efficiency

COMPENSATION

The salary range for this position is \$120,000–\$160,000, commensurate with experience and qualifications. Valhalla also offers a generous and competitive benefits package.

LOCATION AND IN-OFFICE SCHEDULE

The Valhalla team works from its Woodside office two days per week, with the option to work remotely up to three days per week when in-person collaboration is not required.

ABOUT VALHALLA IMPACT

At Valhalla, we....

- **Center users:** We fund solutions that demonstrate a positive impact on the people they serve. Our investees understand and reflect the diverse perspectives of their users, ensuring solutions are context-relevant and effective.
- **Prioritize impact:** Our investment decisions are guided by evidence of actual or potential impact. We believe rigor is important, and we mitigate bias by reviewing multiple types of evidence. Where needed, we support investees in strengthening measurement and communicating their outcomes clearly.
- **Focus on leaders:** We believe solving hard problems requires exceptional leadership. We support investees to build high-performing teams with the skills and experience needed to deliver impact.
- **Seek feedback and learning:** We gather input from community stakeholders, investees, technical experts, and peer funders to improve our strategies and decisions. We seek a wide range of views to inform our actions, and are curious, continuous learners.
- **Flex and adapt:** We offer adaptable funding that meets context-specific needs and aim to be nimble and responsive in the face of uncertainty and change.

- **Build strong relationships:** We build candid, trusting relationships with grantees. We listen openly, avoid assumptions, and add value through ongoing thought partnership.
- **Collaborate by default:** We collaborate with other philanthropic and public funders to unlock the resources necessary to drive and sustain impact.

CONTACT

To apply, please submit a resume and a one-page cover letter describing your interest and qualifications to info@valhallaimpact.com. Applications will be reviewed on a rolling basis.

Valhalla Impact is an equal opportunity employer committed to building a diverse team, and we encourage all interested candidates to apply.