



Stryker Johnston Foundation

Title: Executive Assistant
Department: Executive Office
Category: Full-time Exempt

ABOUT STRYKER JOHNSTON FOUNDATION

The Stryker Johnston Foundation (SJF) is a private family foundation founded by Ronda Stryker and Bill Johnston and based in Kalamazoo, Michigan. For nearly 30 years, SJF has partnered with organizations and groups that work to strengthen and build thriving, equitable communities.

SJF invests in and partners with organizations and groups working to end intergenerational poverty in Kalamazoo County, Michigan. They follow a relationship-centered philanthropy model that is driven by values, centers relationships, is aware of power dynamics, and prioritizes equity, trust, and ongoing partnerships.

SJF partners with organizations and groups to change the systems and structures that create intergenerational poverty, particularly among Black people, people of color, and other communities that have been left out or left behind. SJF is using its power as a foundation to support, champion, and raise-up the work of people who are making real change in the Kalamazoo community.

The Foundation is led by a Board of Directors consisting of Bill, Ronda, and their three children. The Foundation staff are a dedicated and passionate group of seven, including the Executive Director, all based in Kalamazoo, Michigan.

POSITION OVERVIEW

The Executive Assistant is an Associate-level role dedicated to providing high-touch executive support to the Executive Director. Reporting directly to the Executive Director, the Executive Assistant manages the Executive Director's calendar, inbox, communications, meeting preparation, travel and logistics, daily briefing needs, and direct Board support. The Executive Assistant maintains a comprehensive understanding of the Executive Director's schedule, commitments and priorities, ensuring they are prepared for each engagement and that necessary follow-up is carried through. The role is designed to keep the Executive Director organized, prepared, and focused on leadership priorities.



RESPONSIBILITIES

Executive Administration and Daily Support

The Executive Assistant is responsible for providing responsive, high-quality administrative support to the Executive Director and maintaining the systems and routines necessary for effective executive management.

Related responsibilities of the role are:

- Manage the Executive Director's calendar, scheduling, and appointment coordination, including prioritization and resolution of scheduling conflicts.
- Manage and organize the Executive Director's inbox and support identification of priority communications as well as timely routing, follow-up, and response to those communications.
- Maintain a comprehensive understanding of the Executive Director's daily schedule and upcoming engagements, ensuring he is prepared for each meeting with the necessary context, materials, participant information, location or virtual access details, transportation arrangements, and other relevant logistics.
- Prepare daily and periodic briefings that provide the Executive Director with a clear view of upcoming meetings, commitments, priorities, required preparation, and follow-up items.
- Prepare meeting materials, background information, agendas, and other documents needed for the Executive Director's meetings and engagements.
- Track and elevate commitments, action items, and follow-up requests arising from the Executive Director's meetings and correspondence.
- Draft, proofread, format, and coordinate routine correspondence and other materials on behalf of the Executive Director, as requested.
- Prepare and submit the Executive Director's expense reports, reimbursements, and related documentation.
- Maintain discretion and confidentiality in handling sensitive executive, personnel, Board, grantee, and organizational information.
- Liaise with the leadership team to inform, coordinate and collaborate on organization decision-making implementation.
- Collaborate with the team on integrated work and shared information.

Travel, Meetings and Executive Logistics

The Executive Assistant coordinates the Executive Director's travel, meetings, convenings, events and related logistics so that executive engagements are well



prepared and efficiently executed.

Related responsibilities of the role are:

- Coordinate the Executive Director's travel arrangements, itineraries, reservations, and related logistics.
- Coordinate travel and logistics for consultants or external partners when specifically connected to the Executive Director's work.
- Plan and coordinate meetings, convenings, and events hosted by the Executive Director, including scheduling, invitations and participant coordination, AV, catering, room set-up and break-down, materials production, and other on-site logistics. Coordinate support from the Administrative Coordinator and other staff as appropriate to ensure successful execution.
- Coordinate with the Administrative Coordinator and Director of Operations when Executive Director meetings or activities intersect with organization-wide events, facilities, or administrative logistics.
- Anticipate executive logistical needs and resolve routine scheduling and coordination issues.

Board Administration & Governance Support

The Executive Assistant provides direct administrative support to the Executive Director in connection with Board and governance activities, working in coordination with the Operations function responsible for governance infrastructure and oversight.

Related responsibilities of the role are:

- Coordinate Board and committee meeting scheduling on behalf of the Executive Director.
- Support preparation, compilation, and distribution of Board materials in coordination with responsible staff.
- Attend Board and committee meetings as assigned and prepare meeting minutes.
- Track Board-related follow-up items for the Executive Director and support timely completion.
- Coordinate with the Operations Department on Board records, governance processes, meeting logistics, and other administrative requirements.

QUALIFICATIONS

Professional Experience

- 3–5 years of progressively responsible executive support, administrative, project coordination, or similar experience.





- Demonstrated experience managing complex calendars, scheduling, travel, meetings, and executive communications.
- Experience supporting a senior executive and handling highly sensitive and confidential information.
- Experience supporting Board or governance activities in a nonprofit, philanthropic, corporate, or mission-driven environment preferred.

Skills and Ways of Working

- Exceptional organizational and executive-support skills, with the ability to anticipate needs, manage competing priorities, and maintain strong follow-through.
- Excellent written and verbal communication skills and strong attention to detail.
- Demonstrated ability to exercise sound judgment, maintain confidentiality, and manage highly sensitive information with discretion.
- Excellent project management skills and ability to manage multiple systems, projects, recurring processes, and deadlines simultaneously.
- Strong interpersonal skills and ability to interact professionally with Board members, staff, grantees, consultants, community partners, and other external stakeholders.
- Proficiency with Microsoft Office, calendar and email platforms, virtual meeting tools, and common collaboration systems.
- Demonstrated adaptability, professionalism, responsiveness, and composure in a fast-moving executive environment.
- Demonstrated commitment to supporting a respectful, inclusive, equitable, and mission-driven workplace.

Nature of Work

This role carries a fluctuating workload due to various deadlines and cyclical processes. It entails extensive keyboard and computer monitor use and exposure to sensitive and confidential information.

COMPENSATION

Base Salary \$75,000-\$101,000-commensurate with qualifications and experience.

Leave and Benefits

- Generous paid leave policy





- Unlimited sick days
- Collective Rest & Reflection Time: SJF closes their office for at least two weeks each year for collective rest and reflection time (typically one week in the summer and one week in the winter)
- 11 federal holidays
- Generous medical, dental, vision benefits, a wellness program stipend
- General annual 401(k) matching plan

The information above is intended to describe the general nature and requirements of this position. It is not meant to be an exhaustive statement of duties, responsibilities or requirements. In order to successfully perform this job, individuals must be able to satisfactorily perform the primary roles and responsibilities. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary roles and responsibilities.

How to Apply

We are an equal opportunity employer and strongly encourage applicants with diverse identities, backgrounds, and life experiences to apply. Please email a resume and cover letter highlighting your experience and interest relevant to the position to jobs@strykerjohnstonfoundation.org with the subject line "Executive Assistant."

Applications will be accepted until October 23, 2026.

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