

The Organization

The Commonwealth Fund — among the first private foundations started by a woman philanthropist, Anna M. Harkness — was established in 1918 with the broad charge to enhance the common good. Today, the mission of The Commonwealth Fund is to promote a high-performing health care system that achieves better access, improved quality, and greater efficiency, particularly for society’s most vulnerable, including low-income people, the uninsured, and people of color. The Fund carries out this mandate by supporting independent research on health care issues and making grants to improve health care practice and policy.

Our Values and Commitment to Equity

The Commonwealth Fund envisions a health care system that values and benefits all people equally — one that combats racism and pursues equity, in treatment and outcomes as well as in leadership and decision-making. We believe this requires an alliance of people and institutions across society working together to recognize and value the lived experience of all individuals; ensure the delivery of compassionate, affordable, quality health care; and strive for equitable outcomes for all.

We aspire to racial equity, diversity, and inclusion in how we work. We place great value on the varied backgrounds and experiences our staff bring to our organization and encourage employees to bring their full selves to the workplace. We look for talented, nimble, empathetic, and supportive team players who are ready to roll up their sleeves, create impactful change, and celebrate accomplishments.

General Position Description

The executive assistant to the President provides seasoned, high-level, and confidential operational and administrative support to the President’s Office. The incumbent performs a variety of specialized and complex administrative duties to support the Executive Office and to help advance the Fund’s mission. Responsible for overseeing the activities and functions necessary for the efficient operations of the President’s Office. Maintains close contact with executive management team staff and President’s team to facilitate information exchange, coordination, and smooth functioning of Fund priorities and to ensure that all objectives are met. Serves as the principal staff contact person for officials of other foundations, and leading public and private sector officials. In addition, maintains liaisons with all other functions of The Commonwealth Fund.

Specific Responsibilities

- Provides high level support and project management to advance the priorities of the Executive Office incorporating comprehensive knowledge of the Fund's operations, policies, and procedures.
- Leads and manages special projects and performs other tasks as required to meet Fund priorities and needs of the President.
- Manages internal and external projects in coordination with other departments and/or organizations on behalf of the President. Serves as the primary point of contact for internal and external constituencies, and other organizations with which the President works.
- Coordinates with the Project Manager for the President to manage the retention and archiving of the President's correspondence, speeches and publications.
- Schedules meetings, prepares materials and notes, and ensures follow-up for various stakeholder meetings including staff, Board or other meetings. Drafts and edits various documents including internal and external correspondence. Creates and maintains files, reviews drafts and final documents for accuracy and grammar, including documents of a sensitive or confidential nature.
- Responsible for all support services for the President including managing a year-round schedule of internal and external meetings, arranging travel plans; fielding telephone calls; maintaining accurate calendars and appointment schedules.
- Responsible for processing and filing the President's correspondence and other materials. Opens, sorts, and prioritizes mail; maintains well-organized files; and drafts routine correspondence.
- Expense Management: Reviews American Express statements for accuracy; processes the President's travel expenses for reimbursement by the Fund.
- Office Management & IT Support and Maintenance – Manages all aspects of the President's Office to ensure smooth operations and functionality; works with the Fund's IT Director to ensure that all software is properly installed and smoothly functioning; master all necessary software.
- Serves as part of the Executive Coordination Team, supporting the executive team with event planning and other logistics.

Core Competencies & Qualifications

- Minimum five years of high-level Executive Assistant experience required.
- Advanced proficiency in Microsoft Office Suite (Outlook, Word, Excel, PowerPoint) and strong comfort with emerging technologies, including AI tools and digital productivity platforms.
- Exceptional organizational and time-management skills with the ability to prioritize and manage complex workflows in a fast-paced environment.
- Strong written and verbal communication skills, with an emphasis on clarity, transparency, and open, honest communication.
- Demonstrated ability to anticipate needs, think critically, and proactively resolve issues with sound judgement and discretion.
- Proven ability to interact with diplomacy, tact, and professionalism across all levels of an organization, including senior leadership and external stakeholders.

- Highly collaborative and team-oriented, with a strong commitment to supporting collective goals and contributing to a positive, service-focused office culture.
- Composed, steady, and adaptable under pressure, with the flexibility to respond to shifting priorities and occasional off-hours needs as required.
- Strong interpersonal and social skills, with the ability to build trust, maintain relationships, and represent leadership with professionalism and grace.
- Self-starter with a strong work ethic, intellectual curiosity, and an eagerness to learn, grow and continuously improve in role and responsibility.
- Maintains the highest standards of integrity, confidentiality, and discretion in handling sensitive information.

Location

This hybrid position is based in our NYC office. Candidates should anticipate being in office at a minimum of three days per week based on the President's schedule and obligations.

Salary and How to Apply

The starting salary for this position is \$94,720.00-\$118,400.00 depending on experience.

Please apply using this link: [Executive Assistant to the President](#)

Employment at The Commonwealth Fund is based upon personal capabilities and qualifications without discrimination because of race, color, religion, sex, sexual preference, gender identity or expression, age, national origin, marital status, citizenship, medical condition, disability, or any other protected characteristic as established by law.