

Senior Executive Assistant to the CEO

Contract (25–30 Hours/Week)
In-Office – Aurora, Colorado (No Remote Option)
March 1 – June 30, 2026
Pathway to Employment Based on Confirmed Funding

About the Sims-Fayola Foundation

The Sims-Fayola Foundation is a multi-division nonprofit organization advancing systems-level solutions that improve outcomes for boys and young men of color. Our work spans youth development, policy and advocacy, and cross-sector systems design, anchored in Vision 2030 and the Sims Framework.

We are strengthening the executive office during a period of growth and leadership transition. This role exists to protect executive capacity, reinforce institutional clarity, and ensure disciplined follow-through across divisions.

Position Overview

The Senior Executive Assistant to the CEO serves as the operational extension of the Chief Executive Officer.

This is not a traditional administrative support role. It requires executive judgment, discretion, systems awareness, and the ability to enforce decision lanes respectfully and professionally.

This role protects CEO time, strengthens cross-division follow-through, enforces chain-of-command discipline, and ensures continuity during the CEO's participation in the Harvard Senior Executive Fellowship this spring.

This position operates within clearly defined CEO decision rights and does not carry independent strategic authority.

The initial engagement is structured as a contract role from March 1 through June 30, 2026. Based on confirmed multi-year grant funding, this position may expand to 30–40 hours per week or transition to full-time employment beginning July 1, 2026.

Consistent in-person presence in the Aurora, Colorado office is required.

Core Responsibilities

Executive Time Protection and Decision Routing

- Manage and protect CEO calendar and strategic work blocks
- Filter and route requests according to established decision lanes
- Enforce chain-of-command discipline across divisions
- Ensure meetings are purposeful, prepared, and aligned
- Maintain disciplined communication flow between CEO and Directors

Executive Meeting Support and Limited Representation

- Attend key meetings with the CEO to document decisions, risks, and follow-up actions
- Produce structured executive summaries and action trackers
- Provide limited, case-by-case meeting representation when appropriate
- Ensure commitments and decisions are documented and tracked

Strategic Follow-Through and Institutional Discipline

- Track cross-division deliverables and deadlines
- Synthesize weekly director reports into concise executive summaries
- Monitor major initiatives and surface emerging risks early
- Prepare briefing materials for board, funder, and external engagements
- Maintain organized documentation of key executive decisions and commitments

Fellowship Period Continuity (March–April)

- Serve as executive coordination lead during the CEO's fellowship participation
- Maintain reporting rhythms and escalation protocols
- Protect continuity of internal and external communication

Qualifications

- Direct experience supporting a CEO or C-suite leader in a complex organization
- Demonstrated ability to operate in founder-led environments
- Demonstrated discretion and ability to operate with high trust
- Strong systems thinking and anticipatory judgment
- Ability to enforce boundaries respectfully and professionally
- Experience in nonprofit, education, public-sector, corporate executive, or policy environments
- Strong executive-level writing and documentation skills

This role requires maturity, steadiness, and the ability to operate inside executive strategy without seeking independent authority.

Contract Structure

- 25–30 hours per week
- In-office in Aurora, Colorado
- March 1 – June 30, 2026
- Competitive compensation aligned with senior executive-level operational experience
- Potential pathway to expanded hours or full-time employment beginning July 2026 contingent on confirmed funding

Application Requirements

Submit the following materials:

1. Resume
2. Brief statement (no more than one page) addressing:
 - Experience supporting senior leadership
 - Approach to protecting executive time and enforcing operational follow-through
 - Why this mission connects to your experience

If you are interested, or know someone who should be considered, please send a resume and a brief statement outlining your executive support experience and approach to operational follow-through to HR: Joy@sffoundation.org