



TrustBridge
global

MAKING
GLOBAL
GIVING
EASY



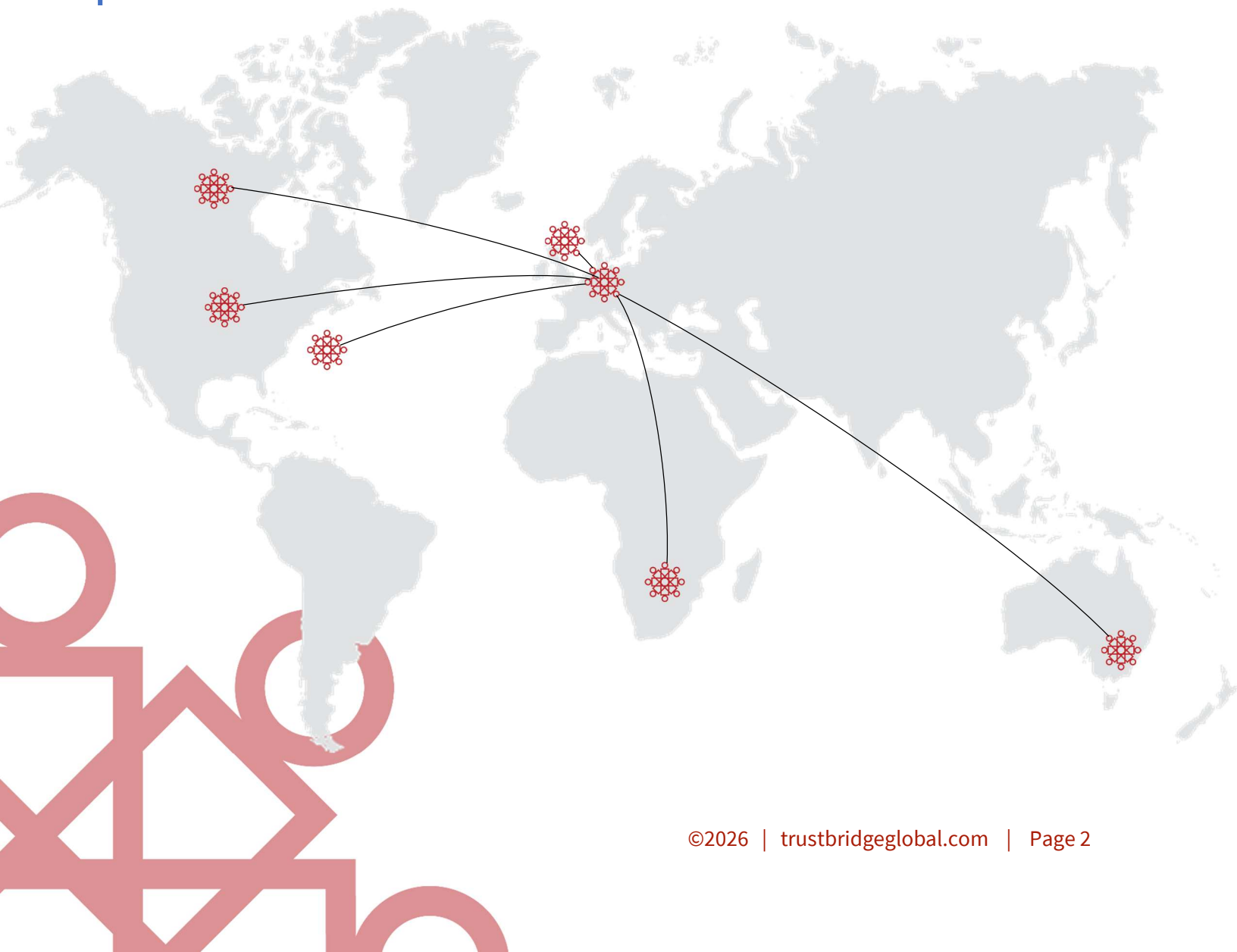
MAKE YOUR
IMPACT ON
THE WORLD

Executive Assistant

TrustBridge Global Foundation is a grant-making foundation based in Switzerland. We receive donations from individuals and entities all over the world and process and send grants to charities almost anywhere.

OUR MISSION IS TO **MOBILISE RESOURCES**
BY **MAKING GLOBAL GIVING EASY.**

WE DO THIS BY CREATING A **GLOBAL**
NETWORK OF GENEROUS COMMUNITIES.



Imagine anybody giving to any charity anywhere with just a few clicks. We believe that radically improving cross-border giving will change the world.

OUR VISION IS THAT **CHARITIES EVERYWHERE** HAVE ALL THEY NEED TO **ACCOMPLISH THEIR MISSION.**



There are trillions of dollars, euros, and yen in the hands of generous people around the world, more than enough to make a significant difference in the lives of people around the world – TrustBridge will get those resources moving.





Put People First

The world tells us that we need to decide between benefiting ourselves or benefiting others. In all situations, we will choose to apply the Golden Rule and treat others as we would like to be treated. We put people first and lean into generosity. People are more important than dollars.

Trust Our People to Act

We believe in our people – their gifts, skills, and worth – and therefore we trust our people. We are self-starters and take action without waiting to be told. But not necessarily on our own – we listen and collaborate. We provide everyone with the training, strategic clarity, and radical information sharing necessary to make wise decisions.

Find a Way to Say Yes

Our team is comprised of some of the smartest, most gifted people around. We believe our clients deserve maximum effort and creativity applied towards the accomplishment of their goals. While we always need to consider costs and potential risks, we should exhaust every reasonable alternative before we say “no, we can’t do it”.

Move as Fast as Possible, but Not Faster

In serving clients, time is of the essence. Non-profit charities should not operate at a lower standard than for-profit businesses. We strive for world-class responsiveness to client needs, while not compromising compliance with applicable laws and regulations, or our standard of excellence. Additionally, as we innovate, we move those solutions into production with real world urgency.

TrustBridge maintains a globally distributed workforce with team members in Switzerland, the United States, India, Malaysia, the Philippines and more.

THE FOLLOWING OPPORTUNITY IS FOR AN EXECUTIVE ASSISTANT WITH A FOCUSED SET OF RESPONSIBILITIES.

DESIRED OUTCOMES

Someone excelling in this position will:

1. Maximize leadership effectiveness and time leverage

Proactively manage the CEO's schedule, priorities, and commitments in close coordination with the Chief of Staff to ensure time is allocated to the highest-impact activities. Anticipate needs, resolve conflicts, and create structure around competing demands, enabling both leaders to operate at maximum capacity.

The outcome is that leadership time is consistently focused on the highest-value activities with minimal friction or inefficiency.

2. Own execution of delegated priorities and projects

Take full ownership of delegated tasks, projects, and operational responsibilities with minimal supervision. Consistently deliver high-quality outputs on time, maintain organized documentation and follow-ups in shared systems, and ensure strong execution discipline that frees leadership to focus on strategic priorities..

The outcome is that delegated initiatives are executed reliably, efficiently, and with minimal need for leadership intervention.

3. Ensure seamless coordination and communication across stakeholders

Act as a central coordination point between the CEO, Chief of Staff, leadership team, and external stakeholders. Maintain clear, timely, and professional communication, with strong responsiveness standards that ensure momentum is maintained and stakeholders are consistently informed and aligned.

The outcome is that stakeholders remain aligned, communication gaps are minimized, and priorities move forward without unnecessary delays.

4. Maintain high standards of data integrity and system accuracy

Serve as a data steward across CRM and internal systems, ensuring records are consistently accurate, complete, and up to date. Maintain a high level of data reliability that supports reporting, decision-making, and operational effectiveness.

The outcome is that leadership can confidently rely on accurate data to support reporting, planning, and operational decisions.

5. Enable efficient meeting and decision-making processes

Ensure meetings are well-prepared, structured, and outcome-oriented by managing agendas, materials, and follow-ups with a high degree of accuracy and timeliness. Support faster, clearer decision-making through strong preparation and execution.

The outcome is that meetings consistently drive clear decisions, accountability, and forward momentum.

6. Support executive leadership and board engagement

Coordinate leadership and board interactions, including meetings, communications, and key milestones (e.g., anniversaries, events), ensuring they are executed professionally, on time, and with strong attention to detail. Contribute to fostering positive and well-managed relationships at the executive and board level.

The outcome is that executive and board engagements are consistently professional, well-coordinated, and relationship strengthening.

7. Anticipate needs and proactively solve problems

Identify potential issues before they arise and take initiative to address them with composure and solution-oriented thinking. Minimize delays, reduce friction, and ensure smooth day-to-day execution across priorities.

The outcome is that operational disruptions are minimized and challenges are resolved quickly before they impact execution.

8. Demonstrate professionalism, discretion, and sound judgment

Handle sensitive information and situations with the highest level of confidentiality, integrity, and professionalism. Exercise sound judgment in time-critical and high-stakes scenarios, building trust with leadership and stakeholders.

The outcome is that leadership and stakeholders have strong trust and confidence in the handling of sensitive matters and critical decisions.

9. Strengthen operational discipline and process consistency

Establish and maintain structured workflows, documentation practices, and administrative systems within the CEO's Office. Continuously identify opportunities to improve efficiency, organization, and execution quality.

The outcome is that the CEO's Office operates with greater consistency, efficiency, accountability, and scalability.

10. Develop deep organizational understanding and alignment

Build a strong understanding of the organization's mission, strategy, processes, and priorities, enabling informed, independent decision-making and high-quality support aligned with leadership objectives

The outcome is that support provided to leadership is increasingly strategic, aligned, and effective across the organization.

JOB SUMMARY

This is a high-impact role within the CEO's Office, reporting directly to and working in close partnership with the Chief of Staff to enable both the Chief Executive Officer and Chief of Staff to operate at maximum capacity. The position provides a blend of executive support, operational execution, and project coordination, ensuring that leadership priorities are executed with precision, discretion, and speed.

Serving as a trusted partner and force multiplier, this role proactively manages the CEO's time, communications, and commitments to ensure focus on the highest-value activities. It extends beyond traditional administrative support by taking ownership of delegated projects, driving follow-through on key initiatives, and maintaining alignment across stakeholders in coordination with the Chief of Staff.

The role also plays a critical part in maintaining organizational discipline through strong data stewardship, ensuring that systems, records, and workflows remain accurate, organized, and reliable. Acting as a central coordination point between the CEO's Office, Chief of Staff, leadership team, and internal and external stakeholders, it ensures seamless communication, efficient execution, and a consistently high standard of professionalism.

Success in this role requires sound judgment, strong attention to detail, and the ability to anticipate needs in a fast-paced, global environment. Ultimately, this role enables leadership to focus on strategic priorities while ensuring that day-to-day operations and key initiatives are managed with excellence in support of TrustBridge Global Foundation's mission.

KEY RESPONSIBILITIES

1. Executive Support and Calendar Management

- Proactively manage the CEO's calendar in close coordination with the Chief of Staff, ensuring alignment with strategic priorities.
- Schedule and coordinate meetings, appointments, and travel arrangements.
- Anticipate and resolve scheduling conflicts efficiently.

2. Project and Task Execution

- Own and execute delegated projects and operational tasks from the CEO and Chief of Staff.
 - Track progress, ensure completion, and maintain organized documentation and follow-ups.
 - Coordinate across teams to ensure alignment and accountability.

3. Stakeholder Communication and Coordination

- Serve as a liaison between the CEO's Office, Chief of Staff, leadership team, and external stakeholders.
 - Draft, review, and manage communications on behalf of leadership.
 - Ensure timely, accurate, and professional communication across all stakeholders.
- 4. Meeting Management and Preparation**
- Support the Chief of Staff and CEO in preparing agendas, briefing materials, and presentations for leadership meetings.
 - Coordinate logistics, scheduling, and materials to ensure meetings run smoothly and efficiently.
 - Capture key decisions, action items, and follow-ups, ensuring proper documentation and tracking.
 - Assist in maintaining structure and organization so meetings are well-coordinated and execution-focused.
- 5. Data and Systems Management**
- Maintain accurate and organized records across CRM and internal systems.
 - Ensure data integrity, consistency, and accessibility.
 - Support reporting and information management needs.
- 6. Confidential and Administrative Support**
- Handle sensitive information with discretion and professionalism.
 - Manage documentation, correspondence, and administrative workflows.
 - Ensure adherence to internal policies and procedures.
- 7. Operational Support and Process Improvement**
- Establish and maintain efficient workflows and administrative systems.
 - Identify and implement improvements to enhance productivity and organization.
 - Support the development of best practices within the CEO's Office.
- 8. Culture and Engagement Support**
- Coordinate leadership and board milestones (e.g., birthdays, anniversaries, events).
 - Support initiatives that strengthen team culture and engagement.
- 9. Cross-Functional Collaboration**
- Work effectively across global, cross-functional teams.
 - Support coordination across departments and time zones.
 - Adapt quickly to evolving priorities in a dynamic environment.

EDUCATION, TRAINING, EXPERIENCE

- Bachelor's degree or higher.
- Prior Executive Assistant experience required, preferably in a global or nonprofit context.
- Experience supporting senior leaders, with proven ability to manage complex schedules and projects.
- Familiarity with financial, legal, or philanthropic work a plus.

- Experience working in both office-based and remote environments

WORK ENVIRONMENT AND OTHER REQUIREMENTS

- Regular workdays run from roughly 1700 – 0200 (PH Time) to maximize the overlap with European and US Eastern Time work hours (time spent outside regular work hours will be offset against regular workdays)
- Ability to communicate and exchange information, collect, compile, and prepare work documents, as well as set up and maintain work files
- Willingness to work more than 8 hours per day, as needed; ability to handle pressure during peak periods during the year, availability to handle issues outside of normal working hours
- Benefits include paid time off, paid holidays, employer contributions to health insurance, and annual bonus. Future retirement benefits are anticipated.

Contact (recruiting@trustbridgeglobal.com) to find out more.

A photograph of a sharp, snow-capped mountain peak against a blue sky with scattered white clouds. The mountain is the central focus, with its peak reaching towards the top of the frame. The sky is a clear, vibrant blue, and the clouds are soft and white, adding texture to the background.

GIVING | IMPACT | GLOBAL