



Job Title: Special Assistant to the Executive Director & COO
Salary: \$62,000 plus benefits
Status: Full-time, Exempt
Location: Kansas City, MO. This is an in-office, on-site position.
Anticipated start date: January 4, 2027

Position Overview

The DeBruce Foundation is seeking a highly organized, proactive, and service-oriented professional to serve as Special Assistant to the Executive Director & Chief Operating Officer.

This role will work closely with the Executive Director & COO to increase her capacity and effectiveness as a leader by providing hands-on support across meetings, events, travel, relationships, communications, and day-to-day priorities.

The Special Assistant will often accompany the Executive Director & COO to meetings and events, help ensure she is prepared, manage logistics, capture follow-up, and anticipate what is needed before, during, and after engagements. This is not a traditional administrative assistant role; it is a high-touch executive support position for someone who thrives in a fast-moving environment and takes pride in helping a leader and organization operate at their best.

The ideal candidate is dependable, adaptable, discreet, resourceful, and highly attentive to detail. They are comfortable being behind the scenes, exercising strong judgment, and shifting quickly as priorities change.

The Opportunity

This role offers an unusual opportunity to work closely with a dynamic executive leader and gain exposure to the intersection of leadership, strategy, operations, communications, partnerships, philanthropy, education, and workforce development.

For someone who is highly capable, adaptable, curious, and motivated by service, this position offers the opportunity to make a meaningful contribution to the Executive Director & COO's effectiveness and to the broader mission and impact of The DeBruce Foundation.

Key Responsibilities

Executive and Meeting Support

- Accompany and staff the Executive Director & COO at meetings, events, speaking engagements, partner visits, and other activities as needed.
- Help prepare for meetings and event rehearsals by gathering agendas, background information, briefing materials, talking points, presentations, and other relevant information.
- Take notes, capture decisions and next steps, and help ensure timely follow-up.
- Track commitments, priorities, and action items arising from meetings and conversations.
- Anticipate the Executive Director & COO's needs and help ensure she has the information, materials, and context needed throughout the day.
- Help maintain continuity across relationships, conversations, commitments, and organizational priorities.

Logistics and Travel

- Provide transportation for the Executive Director & COO to meetings and events as needed.
- Manage day-of logistics, including schedules, directions, parking, materials, technology, meals/snacks, and other details.
- Assist with travel planning and itineraries and help troubleshoot when plans change.
- Help ensure transitions between meetings and events are efficient and well coordinated.

Executive Office and Organizational Support

- Coordinate closely with Foundation team members to support the Executive Director & COO's priorities and follow-through.
- Help surface deadlines, decisions, and items requiring attention.
- Assist with special projects and emerging priorities.
- Handle sensitive and confidential information with discretion.
- Represent the Executive Director & COO and The DeBruce Foundation professionally with partners, board members, community leaders, and other stakeholders.

Communications and Social Media

Depending on the experience and strengths of the successful candidate, the role may also include:

- Capturing photos, short-form video, and other content during meetings, events, and travel.
- Identifying opportunities to highlight the Executive Director & COO's leadership, insights, and activities.
- Drafting or supporting or engaging with social media content in coordination with the Foundation's communications team.
- Helping maintain a thoughtful, authentic, and consistent executive presence across appropriate digital channels.
- Creating basic graphic design assets for social media and presentations.

Qualifications and Attributes

The successful candidate will bring:

- Bachelor's degree or equivalent work experience
- Exceptional reliability, organization, and attention to detail.
- A proactive mindset and the ability to anticipate needs.
- Strong judgment, discretion, and professionalism.
- The ability to remain calm, flexible, and solutions-oriented when plans change.
- Strong written and verbal communication skills.
- The ability to interact comfortably and professionally with senior leaders, partners, board members, educators, community leaders, and other stakeholders.
- The ability to work independently while collaborating effectively with a broader team.
- A strong service orientation and willingness to take ownership of responsibilities both large and small.
- Curiosity, initiative, and an eagerness to learn.
- A valid driver's license, safe driving record, and comfort driving regularly.

Experience in executive support, communications, public affairs, campaigns, events, advancement, hospitality, nonprofit organizations, or a related environment may be helpful but is not required.

Strong social media, graphic design, writing, photography, video, or digital content skills are a plus.

Schedule and Travel

This position requires flexibility as schedules fluctuate. While much of the work will occur during normal business hours, the Special Assistant may occasionally work early mornings, evenings, or other irregular hours based on the Executive Director & COO's meetings, travel, speaking engagements, and events.

Local travel will be a regular part of the role, and occasional out-of-town travel will be required.

Salary & Benefits

This in-person position offers an annual salary of \$62,000, plus a generous benefits package that includes a retirement plan with employer match, health, dental, and vision insurance, life insurance, 8 paid holidays, and 20 days of paid time off, and mileage reimbursement for work-related travel.

To Apply

Interested candidates should submit a cover letter, resume, and the names and contact information for three professional references in one single PDF to careers@mazur-co.com by Friday, October 23, 2026, at 12 Noon CT.

The posting period may be extended if needed. Applications will be reviewed on a rolling basis, with an anticipated start date of January 4, 2027. Early applications are encouraged.

About The DeBruce Foundation

Headquartered in Kansas City, MO, the DeBruce Foundation is a national foundation whose mission is to expand pathways to economic growth and opportunity. The Foundation is committed to helping individuals unlock their potential and find career pathways. By developing solutions such as the Agile Work Profiler™ we change how people pursue careers. By partnering strategically, we increase experiences and exposure to widen career opportunities, starting with youth and working across the lifespan. Visit DeBruce.org for information about our team, insights, and initiatives.

The DeBruce Foundation maintains a policy of non-discrimination in employment and complies with and supports all federal, state, and local laws regarding discrimination in employment. Specifically, the organization does not discriminate in employment opportunities or practices on the basis of race, color, gender, gender identity, sexual orientation, religion, national origin or ancestry, age, citizenship status, pregnancy, mental or physical disability, veteran status, genetic information, or any other characteristic to the extent prohibited by federal, state, or local law.

Decisions regarding recruiting, hiring and promotion are made on the basis of individual qualifications related to the requirements of the position. Likewise, the administration of other human resources matters such as compensation, benefits, transfers, reductions-in-force, recall, training, education, and social/recreational programs are free from any discriminatory practices.