JOB DESCRIPTION

Title: Executive Assistant – Office Management & Administration
Division/Department: Executive Office
Reporting To: Executive Vice President

FLSA Classification: Exempt
Non-Exempt
Employment Type: Full Time
Part Time
Intern
Contract

POSITION SUMMARY
The Executive Assistant – Office Management & Administration is responsible for management and administration of the President/CEO’s office. Core responsibilities include providing senior level administrative support, calendar and email management, communications to internal and external constituents. This position is expected to work collaboratively with the EA – Administration to manage the President/CEO’s work.

This role requires strong organizational and time management skills, as well as flexibility and adaptability within a fast-paced and demanding environment.

DUTIES & RESPONSIBILITIES

• Ensure the effective operation of the President’s office including the confidential handling of all communications and gracious representation of the President and the Foundation to a variety of constituents.

• Regularly required to resolve complex administrative problems independently. Perform tasks that are diverse and advanced, usually with deadline pressures.

• Manage extremely complex calendar of appointments. Serve in “gatekeeper” and “gateway” roles, creating win-win situations for direct access to the CEO’s time and office.

• Primary calendar responsibility for approximately 35/40 meetings per week

• Prepare daily meeting folders in coordination with EA - Administration in materials/research that may be needed as contents for these folders

• Handle all logistical needs for meetings, including room reservations, catering, technology, conference call set-ups, etc.

• Daily management of Presidents email inbox. Perform initial sorting of emails, retaining all scheduling requests for execution, deleting all extraneous emails and forwarding other action oriented emails to the EA – Administration.

• Manage all incoming and outgoing correspondence and collaborate with EA – Administration for communication responses

• Receive incoming calls to the President’s office, respond to inquiries and make referrals as appropriate

• Greet guests and visitors to executive offices

• Pick up/sort incoming mail on daily basis

• Creates & maintains filing system(s) in coordination with EA – Administration

• Assist President/CEO in personal appointments, as needed

• Working knowledge of the Foundation’s organization, services, and civic initiatives.
• Provide a bridge for smooth communication between the President’s office and internal departments; demonstrate leadership to maintain credibility, trust and support with senior management and all Foundation team members.
• Work closely and effectively with the CEO to keep him well informed of upcoming commitments and responsibilities, following up appropriately.
• Uphold a strict level of confidentiality
• Update and maintain contact information for President/CEO in MS Outlook
• Assist, as needed, on special projects and meetings with other nonprofit organizations, civic leaders, top executives and donors.
• Serve as back up for EA – Administration

JOB QUALIFICATIONS

• College education preferred or equivalent professional administrative experience
• At least 5 years of experience as an executive assistant to a senior level manager
• Experience with and comfortable interacting with C-suite executives
• Superior organizational and time management skills
• Excellent communication skills, both oral and written
• Ability to work with confidential and sensitive information
• Superior computer skills including extensive knowledge of Microsoft Office applications
• Strong PowerPoint and presentation development skills
• Initiator who is conscientious, detail-oriented, and self-motivated
• Ability to work effectively within a team environment
• Customer service oriented
• Positive attitude, tactful, punctual and team-oriented
• Ability to multi-task and work effectively with others
• Personally committed to high quality work
• Experience with Raiser’s Edge a plus

POSITION SPECIFIC COMPETENCIES

Select from the following position-specific competencies. Please limit the total number of competencies to 10 or less.

All Employees:  

x Communication & Interpersonal Skills

Executive Team:

Leadership
Strategic Thinking
Fiscal Stewardship

All Supervisors:

Delegating Responsibility & Empowering Employees
Managing Employee Performance
Ensures Consistent Policies & Practices

General:

Affiliate Management
Budgeting & Cost Awareness
Building Organizational Commitment

Building Team Environment
Client Records
Concern for Employee Satisfaction

Customer Skills
Dependability
Ensures Proper Training in New Technologies

Entrepreneurial Orientation
Equipment Skills
Fund Management
<table>
<thead>
<tr>
<th>Implementing New Technologies</th>
<th>Initiative</th>
<th>Innovative Thinking</th>
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<tbody>
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<td>Job Skills</td>
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<td>Meeting Targets</td>
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<td>Product Knowledge</td>
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<td>x Productivity</td>
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