

Executive Assistant to the President and CEO

Position Summary

Reporting directly to the President and CEO, the Executive Assistant provides executive support in a one-on-one working relationship. The Executive Assistant serves as the primary point of contact for internal and external constituencies on all matters pertaining to the Office of the President. The Executive Assistant also serves as a liaison to the board of directors and senior management teams; organizes and coordinates executive outreach and external relations efforts; and oversees special projects. The Executive Assistant must be creative and enjoy working within a small, entrepreneurial environment that is mission-driven, results-driven and community oriented. The ideal individual will have the ability to exercise good judgment in a variety of situations, with strong written and verbal communication, administrative, and organizational skills, and the ability to maintain a realistic balance among multiple priorities. The Executive Assistant will have the ability to work independently on projects, from conception to completion, and must be able to work under pressure at times to handle a wide variety of activities and confidential matters with discretion.

Duties:

- Completes a broad variety of administrative tasks for the President and CEO including: managing an extremely active calendar of appointments; composing and preparing correspondence that is sometimes confidential; arranging itineraries and agendas; and compiling documents for meetings as needed.
- Plans, coordinates and ensures the CEO's schedule is followed and respected. Provides "gatekeeper" and "gateway" role, creating win-win situations for direct access to the CEO's time.
- Communicates directly, and on behalf of the President and CEO, with staff, board members, and other stakeholders on matters related to the CEO's programmatic initiatives.
- Researches, prioritizes, and follows up on incoming issues and concerns addressed to the President, including those of a sensitive or confidential nature. Determines appropriate course of action, referral or response.
- Provides a bridge for smooth communication between the President's office and internal departments; demonstrating leadership to maintain credibility, trust and support with senior management staff.
- Works closely and effectively with the CEO in order to keep her well informed of upcoming commitments and responsibilities, following up appropriately. Acts as a "barometer," having a sense for the issues taking place in the environment and keeping the President updated.
- Successfully completes critical aspects of deliverables with a hands-on approach, including drafting and/or editing correspondence, presentations, reports and other tasks that facilitate the CEO's ability to effectively lead the agency. Operates with a high degree of independent judgment, initiative and knowledge to relieve the President of clerical and administrative details.
- Prioritizes conflicting needs; handles matters expeditiously, proactively, and follow through on projects to successful completion, often with deadline pressures.
- Maintain quality filing and communications systems including contact management, document management, and archiving.



Qualifications

- Strong organizational skills that reflect ability to perform and prioritize multiple tasks seamlessly with excellent attention to detail.
- Strong interpersonal skills and the ability to build relationships with stakeholders, including staff, board members, external partners and others.
- Strong, professional written and verbal communication skills.
- Demonstrated proactive approaches to problem solving with strong decision-making capability.
- Proven ability to handle confidential information with discretion, be adaptable to various competing demands, and demonstrate the highest level of customer/client service and response.
- Demonstrated ability to achieve high performance goals and meet deadlines.
- Forward looking thinker, who actively seeks opportunities and proposes solutions.
- Ability to manage up.
- Proficiency of all Microsoft Office applications.

