EXECUTIVE ASSISTANT TO THE CEO

WiNGS, or Women In Need of Generous Support, is a non-profit agency that supports women in realizing their fullest potential and a path to a better life. WiNGS programs help women become strong mothers, advocates for their own health, successful in the workplace, financially secure and powers their dreams of entrepreneurship. The organization, formerly known as the YWCA of Metropolitan Dallas, served nearly 2,000 individuals in Dallas County last year. WiNGS is headquartered at the WiNGS Center at Ebby’s Place, named after the late Ebby Halliday Acers, whose life exemplified extraordinary integrity with a focus on empowering women.

If you want to make a lasting impact in the lives of women and children in Dallas County, work with a team of passionate professionals in an evolving organization - WINGS is a place for you.

JOB DESCRIPTION SUMMARY: 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 CEO. 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.

PRIMARY RESPONSIBILITIES:

- Complete a broad variety of administrative tasks including: managing an active calendar of appointments; completing expense reports; composing and preparing correspondence that is sometimes confidential; arranging itineraries, and agendas; and compiling documents for meetings.
- Provide leadership to build relationships crucial to the success of the organization and manage a variety of special projects for the CEO, some of which may have organizational impact.
- Successfully complete critical aspects of deliverables with a hands-on approach, including drafting letters/emails, personal correspondence, and other tasks that facilitate the CEO’s ability to successfully lead the organization.
- Communicate directly, and on behalf of the CEO, with Board members, donors, staff, and others, on matters related to CEO’s programmatic initiatives.
- Support fund raising efforts through gift entry and acknowledgment, as well as analytical reporting.
- Liaise with the Board of Directors and Committees, adhering to compliance with applicable rules and regulations as set forth in the bylaws.
- Establish a team culture working with all levels of staff including executive leadership; maintain confidentiality and professionalism in all matters.
- Follows up on contacts made by the CEO and supports the cultivation of ongoing relationships.
- Support and uphold WiNGS core values.
MINIMUM REQUIREMENTS:

- Bachelor's degree required
- Strong work tenure: 5 to 10 years of experience supporting C-Level Executives, preferably in a non-profit organization
- Experience and interest in internal and external communications and project management
- Proficient in Microsoft Office (Outlook, Word, Excel, and Power Point), Adobe Acrobat, Salesforce a plus

We offer competitive compensation and comprehensive benefits, including medical, dental, vision, and life insurance, short- and long-term disability plans and retirement, as well as an environment where your professional growth and advancement are cultivated. WiNGS is an Equal Opportunity Employer.

HOW TO APPLY:

For immediate consideration, qualified candidates should submit a resume or application to jobs@wingsdallas.org or fax to 214.584.2304. Job applications can be found on our website at https://wingsdallas.org/about-us/jobs/.