

Executive Assistant

Key Goals: Provides high-level administrative support directly to executive leadership. This includes relations with the Board of Directors, executive team members, staff, supporters and other key stakeholders, and with an emphasis on work related to resource development. This position assists with schedule management, communications, event planning and other complex secretarial and clerical tasks, while serving as a member of the Development team.

Key Responsibilities: *The factors that define and truly differentiate this position from all other positions; what absolute, unique things should this position fulfill that no other does*

- Manage daily communications particularly when communications, presentation materials, personal visits and other work is development-related.
- Manage calendars, ensuring appropriate follow-up from all meetings and scheduling next steps
- Prioritize e-mail and current task list to ensure that response, follow-up, and deadlines are executed
- Maintain confidential physical and electronic files and records.
- Assist the Development Team in ensuring the execution of the Development Plan
- Manage specific donor relationship lists in the UYI donor database, prioritizing meetings and mailings.

Key Goals: *How will you know this position has been successful?*

- Executives needs are being met, schedules managed and up-to-date.
- UYI's missional heart is being clearly communicated through the e-mails, letters, phone calls the assistant facilitates.
- Executive roles in the Development Plan are being facilitated efficiently and effectively.
- The Development Plan is continuing to move forward in a timely manner.

Key Traits: *What specific behaviors should a person in this position have in order to achieve success?*

- Excellent communicator: both written and oral
- Detail-oriented: Possesses excellent grammar and editing skills
- Adaptable: The ability to prioritize and re-prioritize as needed
- Flexible: The ability to handle interruptions and multi-task
- Motivated: A self-starter, that can work with minimal oversight
- Handles confidential matters with care
- Able to follow-through and complete tasks timely
- Competent in Microsoft Office: Word, Excel, PowerPoint, Outlook
- Competent in Raiser's Edge
- Development experience preferred

Qualifications: 2-year degree or equivalent experience, 3+ years in assistant role; reports to executive leadership; 40 hours weekly; FLSA non-exempt. Email resume to jobs@urbanyouthimpact.com