

## EXECUTIVE ASSISTANT TO THE CEO

**CLASSIFICATION:** Exempt/Salary

**POSITION GOAL:** Provide organizational support to the Executive Leadership Team and administrative support to the Board of Directors. Represent FFCDC in a positive and professional manner; act as liaison between FFCDC and the community, between the CEO and the governing Board of Directors and between administration and programs. Participate in Board meeting preparation, and maintenance of executive files. Maintain agency communication systems (updating the telephone lists and email lists). Provide corporate support throughout the agency and maintain corporate records and Board minutes. Anticipate frequent impromptu projects and reports related to staff and Board committees and agency contracts. Assist in grant writing and grant preparation.

**QUALIFICATIONS:** It is imperative that all FFCDC employees consistently exhibit respectful, positive behaviors towards the children, their families, colleagues and visitors at all times. Additionally, to perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

### POSITION REQUIREMENTS

**1. Education and/or experience:**

Associates degree and a minimum of five (5) years' experience in the nonprofit arena preferred; or an equivalent combination of education, training and work experience. Must be literate in Microsoft Office: Word, Excel, Outlook, PowerPoint, Access and Publisher.

**2. Certificates, Licenses, Registrations:**

None required.

**3. Language Skills:**

Must have the ability to read, analyze, and interpret professional journals or technical procedures written in English, the ability to type reports and business correspondence in English, and the ability to effectively communicate in English.

**4. Skills/Abilities:**

Must be able to multi-task while displaying initiative and good judgment. Time management and computer proficiency, as well as strong communication, writing skills, organizational skills and attention to detail are essential. Ability to organize and draft meeting minutes, communicate effectively with people at different organizational levels, maintain composure, effectiveness and flexibility under pressure, and maintain confidentiality at all times.

**5. Physical Demands and Working Environment:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. This position requires a moderate amount of sitting, walking, and the frequent use of hands and arms. Talking and listening will be a

major component. Occasionally, light lifting up to 20 lbs. will be required. The ability to visually focus with the eyes for close range and be able to distinguish colors is required. The work environment is a typical climate controlled office environment and the noise is usually moderate, but occasional situations louder noise will be prevalent.

**ESSENTIAL FUNCTIONS:** Essential functions, as defined under the Americans with Disabilities Act, may include any of the following representative duties, knowledge, and skills. This list is **ILLUSTRATIVE ONLY**, and is not a comprehensive listing of all functions and duties performed by incumbents of this classification. Employees are required to be in attendance and prepared to begin work at their assigned work location on the specified days and hours. Factors such as regular attendance at the job are not routinely listed in job descriptions, but are an essential function. Essential duties and responsibilities **may** include, but are not limited to, the following:

<b>Specific Responsibilities: Program Standards</b>
Act as a liaison between the agency and the community, between the CEO and the Board of Directors, and between administration and programs.
Schedule Board of Directors meetings, meeting rooms, catering, room set-up and take-down and perform follow-up of all meetings as requested.
Record, distribute, and maintain files on meeting minutes of all Board of Directors, Executive Committee, Strategic Planning Committee, and any other meetings deemed appropriate.
Track monthly and yearly attendance for Board of Directors
Maintain Executive Files
Maintain complete confidentiality with all sensitive information.
Maintain the schedule and calendar for the CEO
Prepare check requests, charge notifications and purchase requests and obtain necessary approval/authorization.
Attend Management and Executive meetings. Prepare agenda and all other materials for meeting as needed. Record, distribute and maintain files on meeting minutes
Create presentations providing all necessary materials, including transparencies, flip charts and any other visual medium required.
Maintain correspondence database for Executive offices.
Enter all Capital Campaign funds and notes in Donor Pro
Manage invoicing for Capital Campaign
Manage Capital Campaign events
Write Thank you letters for Capital Campaign
Reserve rooms and equipment for meetings
Work with HR Director to coordinate agency's internal events.
Schedule and facilitate Support Staff meetings.
Assist with grant research and writing.
Supports the agency fundraising efforts through promotion/attendance at events.
Create and produce agency newsletters and other marketing materials
Assume additional responsibilities as requested.
<b>Standard Responsibilities: Communication and Documentation</b>
Communication appropriately and effectively in both nonverbal and verbal styles with all children, co-workers and guests.
Documentation Is able to legibly, accurately and thoroughly complete all documentation.

<b>Standard Responsibilities: Training</b>
Required trainings Successfully completes and demonstrates competence in all required probationary and annual training programs.
Training application Applies acquired knowledge and techniques from trainings in all work efforts.
<b>Standard Responsibilities: Facilities</b>
Hazards/Incidents Reports all safety hazards to the Helpdesk
<b>Standard Responsibilities: Care Standards</b>
Attendance Reports for scheduled shift on time, in proper attire and prepared to assume duties.
Meetings Attends and participates in required meetings and is responsible for all information communicated at meetings.
Work schedules Varies work schedule, with supervisor's approval, to meet department staffing needs.
Time keeping Follows proper time-recording procedures and policies for reporting sick or absent.
Confidentiality Maintains the confidentiality of client, department and medical records as per HIPAA requirements at all times.
Policies and procedures Adheres to agency-wide, programmatic policies and procedures at all times.
<b>Standard Responsibilities: Care Standards</b>
Values Consistently demonstrates an understanding, supports, and focuses on the vision, mission, goals, and objectives of the agency and program.
Interaction Consistently exhibits respectful, positive behaviors towards the children, their families, colleagues and visitors.
Dependability Completes assignments <i>consistently</i> on or before deadlines without prompting.
Quality of Work Consistently produces the highest level of quality and delivery of all work performed.
Initiative Makes efficient use of work time, looks for opportunities to continuously improve the work process and seeks additional responsibilities.
Teamwork Provides assistance to other staff and other areas of the Agency as needed.

This job description is not to be construed as a complete listing of the assignments that may be given to an employee. Other appropriate duties may be assigned that are not listed in the job description.

If you are interested in this position, please send resume to [cbrower@ffcdc.org](mailto:cbrower@ffcdc.org)