



## JOB DESCRIPTION

**Title:** Executive Assistant to the President

**Reports To:** President

**Basic Function:** Reporting directly to the President and CEO, the Executive Assistant provides executive support in a one-on-one working relationship. The Executive Assistant's primary responsibility is to provide administrative and direct professional support for the President and External Relations department, and to ensure the efficient operation of the Executive Office.

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. Major responsibilities include scheduling and managing high-level correspondence with major donors, board members, and constituents; arranging board and committee meetings; overseeing gift processing and acknowledgment for the External Relations team; assisting with day-of event execution; and managing special projects assigned by the President, Senior Director of External Relations, or other members of the senior leadership team.

### Principle Responsibilities:

- Reads, prioritizes, and debriefs the President about incoming mail, phone calls, emails and all activities of the office. Writes required responses in consultation with the President and Senior Director of External Relations for fundraising matters.
- Schedules all meetings, conference calls, dinner engagements, and program visits.
- Prioritizes conflicting needs and managing President's calendar in a proactive and effective manner to ensure timeliness, preparedness, and follow-through.
- Ensures President is prepared for all scheduled meetings including driving directions, scheduling a car service, and preparing research and relevant materials.
- Develops a system of debriefing on all scheduled meetings, coordinating and executing all required follow up with the President and External Relations department.
- Creates and maintains systems and support that improve the efficiency of the work that flows from the President's office.
- Perform administrative functions that support the work of the President to include, but not be limited to computer-generated correspondence, creating and updating filing system, copying, placing and screening phone calls, and directing messages to other staff as necessary.
- Manages social media accounts for the President.
- Designated point of contact for all of the Board of Directors including coordinating meetings and recording minutes for committee chairs.
- Works with the President and executive staff to develop and disseminate Board Meeting and Board Committee Meeting agendas, materials and minutes.

- Takes minutes at Board of Director's meetings. Transcribe minutes into final copy for the Board Secretary's signature following review by the President.
- Serves as a liaison between the President's Office and the External Relations team by providing administrative support and attending External Relations team meetings to update the President.
- Updates donor database with relevant information, communication, demographic information and action items and personal details as a result of cultivation.
- Processes incoming donations by inputting relevant information into donor database, generating acknowledgment letter, and notifying the external relations team of gifts.
- Maintains executive team meeting agendas and tracks completion of agenda items.
- Assists with the organizing special projects.
- Drafts personal invitations to Mission Society events from the President to the Board of Directors, elected officials, program partners, and others.
- Supports staff events and communications in conjunction with the human resources department (i.e. birthday cards, staff announcements, all staff events).
- Provides back-up general phone support and coverage to administrative office as needed.
- Orders supplies for the office
- Other duties as assigned.

### **Qualifications:**

- A Bachelor's Degree with experience in not-for-profit administration.
- At least 3 years related experience as an Executive Assistant to an executive level position in a not-for-profit organization.
- Must have excellent, interpersonal, organizational, and administrative skills.
- Strong writing and verbal skills required.
- Experience with Raiser's Edge database.
- Ability to interact and communicate with a diverse group of colleagues and board members.
- Ability to prioritize responsibilities and function well under pressure.
- Proven ability to understand and tolerate ambiguity, uncertainty and change.
- Ability to pay attention to detail and to work under the pressure of deadlines.
- Advanced computer literacy skills: Microsoft Word, Excel, Outlook, and Publisher.
- Ability to work independently and as part of a team.
- Availability to work occasional evenings is required.

**Salary & Benefits:** Salary range \$45,000-\$50,000 based on qualification, experience, and fit. Comprehensive benefits include Medical, Dental, and Life & Long Term Disability Insurance, 403(b) Retirement Plan with Employer Match, TransitChek, Employee Wellness Program, Municipal Credit Union Membership, and Voluntary Supplemental Insurance options.

### **APPLY:**

Submit cover letter with qualifications that relate to this position, salary requirements and resume to [HR@missionsociety.org](mailto:HR@missionsociety.org) or Fax to 212-979-5764. **Include in Subject Line:** Executive Assistant to the President

*Note: No phone calls accepted. Applicants must meet qualifications stated above. Only applicants selected for further consideration will be contacted.*

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