

Executive Assistant (Full-Time, 40 Hours/Week)

Position Overview

The Executive Assistant provides high-level administrative support to the President and Chief Executive Officer, serving as a critical liaison between leadership, staff, board members, donors, and nonprofit partners. This full-time role (40 hours per week) combines executive support, accounting assistance, operations management, event coordination, and board administration to ensure smooth organizational functioning.

Key Responsibilities

Executive Support for President and CEO

- Manage complex calendar scheduling, prioritizing meetings and events with consistent oversight during scheduled work hours
- Coordinate team meetings, staff check-ins, and weekly staff meeting agendas
- Monitor and manage executive email correspondence during work hours, handling routine matters independently and flagging priority items
- Process expense reports, credit card receipts, and purchase event tickets as needed
- Prepare and send communications on behalf of the President to internal and external stakeholders, including staff, board members, donors, and nonprofit partners
- Coordinate community and donor recognition efforts, including thank you notes, sympathy cards, and flower arrangements
- Schedule and track nonprofit partner meetings and participation
- Manage attendance tracking, out-of-office calendars, and recognition items (birthday cards, board member acknowledgments)
- Maintain comprehensive documentation in SharePoint, including Community Investment applications and signed MOAs
- Support staff onboarding and offboarding processes, coordinating with IT for systems access, collecting/distributing keys, keyfobs, alarm codes, nametags, and corporate credit cards
- Assist with candidate communications and interview scheduling through Indeed
- Maintain organizational chart and represent the organization at events as needed
- Plan internal staff events and joint board/staff gatherings (quarterly and year-end)
- Research and troubleshoot issues independently

Accounting Support

- Process remote check deposits twice weekly, maintaining detailed documentation and deposit spreadsheets
- Download grant reports and reconcile incoming checks

- Complete cash deposits at the bank with proper receipt documentation
- Process invoice payments and manage check payments weekly upon CEO approval
- Maintain accurate check register for both manual and online payments
- Administer monthly grant award payments upon CEO approval
- Support campaign season activities, including envelope processing and pledge verification
- Prepare and mail monthly invoices and thank you letters
- Process mail regularly and update donor addresses in Bloomerang database from returned correspondence
- Distribute monthly credit card statements, create monthly files in SharePoint, and collect receipts from all staff
- Process personal expense reports and receipts
- Create and maintain comprehensive financial binders
- Provide documentation to external accountant as requested
- Support annual audit preparation by pulling requested documents, checks, and campaign materials

Operations Management

- Serve as primary point of contact for building maintenance issues (plumbing, alarm system, utilities, pest control, waste management, HVAC, locksmith services)
- Solicit quotes for building services and repairs and schedule contractors
- Coordinate Fire Marshall inspections twice annually
- Maintain office supplies inventory (paper products, cleaning supplies, meeting refreshments)
- Set up conference rooms based on meeting requirements
- Coordinate with IT contractor to resolve technical issues
- Monitor and process incoming/outgoing fax communications
- Maintain kitchen cleanliness and manage garbage removal as scheduled

Resource Development Support

- Assist in planning and executing major events (Campaign Kickoff, Board 101, Tocqueville Events, Dinner From the Farm, special galas)
- Research and secure event venues, caterers, and beverage services
- Confirm floorplans and seating arrangements
- Coordinate venue setup and breakdown
- Request donated items from corporate donors
- Track event RSVPs and volunteer participation
- Summarize event expenses for reporting
- Format and order campaign awards annually
- Coordinate community deliveries and pickups as needed
- Obtain quotes from local printers and coordinate mass mailing services

Board Administration and Documentation

- Prepare annual Strategy Meeting materials and comprehensive board packets with required documentation (Board Statement of Understanding, Conflict of Interest/Whistleblower forms, Board Information Sheets)
- Collect, summarize, and archive board responses to annual paperwork, lunch payments, and campaign pledges
- Maintain current board rosters and prepare draft committee assignments
- Prepare draft agendas for all board and committee meetings (2-4 times monthly)
- Attend and prepare formal meeting minutes for:
 - Finance Committee meetings (monthly)
 - Full Board meetings (bi-monthly)
 - Executive Committee meetings (bi-monthly)
 - Governance & Personnel Committee meetings (3-5 times yearly)
- Attend Community Investment Committee meetings and manage follow-up items (4-6 times yearly)
- Complete preparatory work for all board and committee meetings, updating forms and data
- Order catering for board lunch meetings

Special Projects

- Manage community service inquiries and produce completion letters for participants
- Identify and secure vendors for special organizational initiatives
- Support special projects as assigned by leadership

Required Qualifications

- Minimum 3-5 years of experience in an executive assistant or senior administrative role (full-time or part-time equivalent)
- Proven experience with financial processes, including check processing, invoice payments, and expense reporting
- Strong proficiency in Microsoft Office Suite (Word, Excel, PowerPoint, Outlook) and SharePoint
- Experience with donor database systems (Bloomerang or similar CRM platforms preferred)
- Excellent written and verbal communication skills
- High level of discretion and ability to handle confidential information
- Exceptional organizational skills with meticulous attention to detail
- Proven ability to manage multiple priorities and meet deadlines efficiently within a part-time schedule

Preferred Qualifications

- Experience in nonprofit organizations or fundraising environments
- Background in board governance and meeting minute preparation
- Event planning and coordination experience

- Knowledge of accounting principles and financial record-keeping
- Familiarity with grant administration processes

Key Competencies

- **Professionalism:** Represents the organization with poise and diplomacy in all interactions
- **Initiative:** Anticipates needs and takes proactive action to solve problems
- **Flexibility:** Adapts readily to changing priorities and last-minute requests
- **Relationship Management:** Builds and maintains positive relationships with diverse stakeholders
- **Technical Aptitude:** Quickly learns new systems and troubleshoots technology issues
- **Accuracy:** Maintains high standards for detail and precision in all work
- **Confidentiality:** Exercises discretion with sensitive organizational, financial, and personnel information
- **Time Management:** Effectively prioritizes and manages competing demands

Work Environment

This is a full-time position requiring 40 hours per week, with a flexible schedule to be determined based on organizational needs. The role requires regular in-office presence to manage executive schedules, process mail, coordinate meetings, and handle time-sensitive operational matters. Occasional evening and weekend hours may be required for events and board meetings. Given the executive support nature of this position, consistent availability during core business hours is essential for calendar management, communications, and coordination activities.

Send all interests for employment directly to President/CEO Orson Burton, Jr. at orson.burtonjr@unitedwayswga.org