ADP TOTALSOURCE / AIDS FOUNDATION HOUSTON, INC. DBA ALLIES IN HOPE
JOB DESCRIPTION: EXECUTIVE ASSISTANT TO THE CEO

Reports To:	**Chief Executive Officer**
Status:	**Exempt**
Prepared by:	**ADP TotalSource** **Date: 11/2025**

SUMMARY: Reporting to the Chief Executive Officer, this position will work closely with the CEO to help accomplish agency initiatives, while facilitating effective relations with our Board, Committees, donors, staff, volunteers, and other key stakeholders. Additionally, this role will be a critical support for the CEO and Executive Team by managing various administrative activities.

TRUST AND CONFIDENTIALITY:

Because this role has direct access to confidential and strategic information, the Executive Assistant must demonstrate impeccable judgment, uphold the highest standards of confidentiality, and foster unwavering trust with the CEO and organization.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Core duties and responsibilities include the following. Other duties may be assigned.

- Preparation of effective internal and external communications
- Time and calendar management, including scheduling appointments and meetings
- Meeting coordinator, including organizing all necessary arrangements (online or in-person for CEO, C-Suite, Board and Committee meetings and staff gatherings; preparing the monthly board of directors' packages and taking minutes for the monthly meetings; coordinate and schedule appointments using Outlook, providing coordination, preparation and reminders
- Set up and manage video calls, acting as a primary contact for staff on matters relating to audio and video calling platforms
- Ensure consistent communication with CEO to discuss priorities, progress and/or challenges
- Send reminders to event and meeting attendees
- Manage ongoing processes and special projects
- Receive and screen communication including incoming mail, telephone calls and e-mail messages, using independent judgement to determine those that require priority attention
- Collect, compile and distribute meeting materials, ensuring meeting participants are prepared
- In coordination with the Executive Team, prepare and brief CEO for meetings
- Prepare and distribute meeting minutes
- Proactively identify and conduct follow-up actions
- Maintain Board and Committee rosters and contacts
- Maintain CEO and Board files
- Perform administrative and office activities including but not limited to answering phones, responding to e-mail, writing correspondence, copying, faxing, filing, completing mail-outs, assembling packets, etc.
- Proactively identify opportunities to advance productivity, efficiency, process and technology improvements
- Travel planning and logistics including conference registration
- Assisting other members of the Executive Team with projects as assigned by CEO
- Other duties as required

Agency Compliance:

- Consistently at work and on time; ensures work responsibilities are covered when absent; arrives at meetings and appointments on time.
- Follows instructions; takes responsibility for own actions; keeps commitments; commits to long hours of work when necessary to reach goals; completes tasks on time or notifies appropriate person with an alternate plan.
- Reads, understands, and follows agency Policies and Procedures.
- Maintains appropriate levels of documents regarding files, reports, correspondence, personnel and financial paperwork.
- Understands and adds to the outcomes and progress of departmental goals.
- Attends department, agency-wide staff meetings and other meetings as scheduled.
- Communicates proactively and professionally with peers and stakeholders in-person, through phone and emails.
- Follow all regulatory requirements for reporting suspected abuse or neglect.
- Must have proven record of successfully working in diverse environments

REQUIRED QUALIFICATIONS

- **Bachelor's degree** in business administration, communications, nonprofit management, or a related field; equivalent experience may be considered.
- **5+ years of executive-level administrative support experience**, preferably in a nonprofit, government, or mission-driven organization.
- **Exceptional organizational and time-management skills**, with the ability to manage multiple priorities and meet deadlines in a fast-paced environment.
- **Strong written and verbal communication skills**, including the ability to draft correspondence, prepare presentations, and communicate professionally with internal and external stakeholders.
- **High level of discretion and integrity**, with proven ability to handle confidential information responsibly.
- **Advanced proficiency** in Microsoft Office Suite, Google Workspace, video conferencing platforms, and CRM or donor-management software.
- **Demonstrated ability to work independently**, take initiative, and anticipate needs.
- **Strong interpersonal skills**, with the ability to work effectively with board members, donors, community partners, and diverse staff teams.

PREFERRED QUALIFICATIONS

- Experience supporting a **CEO, Executive Director, or senior C-suite leader**.
- Familiarity with **nonprofit governance**, including board relations, meeting preparation, and minutes.
- Experience with **fundraising or development operations**, event support, or donor stewardship.
- Knowledge of the **HIV services sector** or public health environment (if relevant to your organization

Computer Skills

To perform this job successfully, an individual should have basic proficiency in database software; Internet software; Spreadsheet software and Word Processing software. Knowledge and experience in database development and/or data management, preferably in a nonprofit setting.

Language Skills

Ability to read and write at a professional level: to read, analyze, and interpret and implement general business documents, professional journals, technical procedures, or governmental regulations and write reports, business correspondence, and procedure manuals. Ability to gather data, analyze information and interpret information to build useful and required reports or presentations. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the public. Writes clearly and informatively; edits work for spelling and grammar; varies style to meet needs; presents numerical data effectively; able to read and interpret written information.

Mathematical Skills

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs. Ability to adapt a budget into a tracking form and understands the basics of a budget.

Reasoning Ability

Ability to prioritize multiple tasks by using reasoning to determine priorities. Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

Working Conditions:

- **Environment:** Office environment with occasional travel required for meetings and trainings.
- **Physical Requirements:** Ability to sit for extended periods, use a computer, and participate in meetings and events, both in-person and virtually.

Print Name Signature Date