



Executive Assistant

Job Description: Reporting directly to the Executive Director, the Executive Assistant provides executive support in a one-on-one working relationship. The Executive Assistant serves as the primary point of contact for external constituencies. The Executive Assistant organizes and coordinates executive outreach and external relations efforts; and oversees special projects. The Executive Assistant must be creative and enjoy working within a small, entrepreneurial environment that is mission-driven, results-driven and community oriented. The ideal individual will have the ability to exercise good judgment in a variety of situations, with strong written and verbal communication, administrative, and organizational skills, and the ability to maintain a realistic balance among multiple priorities. The Executive Assistant will have the ability to work independently on projects, from conception to completion, and must be able to work under pressure at times to handle a wide variety of activities and confidential matters with discretion.

Roles and Responsibilities

Executive and Team Support

- Completes a broad variety of administrative tasks for the Executive Director including managing a calendar of appointments, completing a monthly expense report, draft of monthly Director's Report, composing and preparing correspondence that is sometimes confidential, and compiling documents for meetings.
- Plans, coordinates and ensures the Executive Director's schedule is followed and respected. Provides a "gatekeeper" and "gateway" role, creating win-win situations for direct access and assistance in answering phone inquiries. Monitor general Dam email Inboxes.
- Communicates directly, and on behalf of the Executive Director, with Board members, donors, Foundation staff, and others, on matters related to the ED's programmatic initiatives.
- Researches, prioritizes, and follows up on incoming issues and concerns addressed to the ED, including those of a sensitive or confidential nature. Determines appropriate course of action, referral, or response.

- Works closely and effectively with the ED to keep him/her well informed of upcoming commitments and responsibilities, following up appropriately.
- Assist with management of HR files, manuals and forms, including helping to draft employment verification letters, background check requests and other duties as needed.
- Provides leadership to build relationships crucial to the success of the organization and manages a variety of special projects for the ED, some of which may have organizational impact.
- Successfully completes critical aspects of deliverables with a hands-on approach, personal correspondence, and other tasks that facilitate the ED's ability to effectively lead the organization.
- Prioritizes conflicting needs; handles matters expeditiously, proactively, and follows-through on projects to successful completion, often with deadline pressures.
- The Executive Assistant will also interact with youth regarding files, handling of onboarding youth hires and spend time in program with youth as well as at events and field trips.

Board Support and Liaison

- Serves as the ED's administrative liaison to The Dam's board of directors
- Maintains discretion and confidentiality in relationships with all board members
- Adheres to compliance with applicable rules and regulations set in bylaws regarding board and board committee matters, including advance distribution of materials before meetings in electronic/paper format.

Senior Management Liaison

- Participates as an adjunct member of the Executive Team including assisting in scheduling meetings and attending all meetings
- Assists in coordinating the agenda of Executive Team meetings and off-sites, and all staff meetings

Communications, Partnerships, and Outreach

- Responds to requests for materials regarding the ED and the organization in general
- Participate in peer group editing of newsletters, help with event planning and execution

Strategic Initiatives

- Works within the parameters of the Strategic Directions in coordinating the ED's outreach activities

- Follows up on contacts made by the ED and supports the cultivation of ongoing relationships
- Edits all, and creates acknowledgement letters from the ED to donors

Qualifications

- Strong organizational skills that reflect ability to perform and prioritize multiple tasks seamlessly with excellent attention to detail
- Very strong interpersonal skills and the ability to build relationships with stakeholders, including staff, board members, external partners and donors
- Expert level written and verbal communication skills
- Demonstrated proactive approaches to problem-solving with strong decision-making capability
- Emotional maturity
- Highly resourceful team-player, with the ability to also be extremely effective independently
- Proven ability to handle confidential information with discretion, be adaptable to various competing demands, and demonstrate the highest level of stakeholder service and response
- Demonstrated ability to achieve high performance goals and meet deadlines
- Forward looking thinker, who actively seeks opportunities and proposes solutions

Education and Experience Preferred

- Bachelor's degree or significant related experience
- Strong work experience: 3-5 years' experience preferably in a non-profit
- Experience and interest in internal and external communications and relationships, partnership development, and fundraising
- Proficient in Google Apps and Platform, Microsoft Office (Outlook, Word, Excel, and PowerPoint), Adobe Acrobat, and Social Media web platforms. Salesforce knowledge is an asset. Quick learner in computer skills with new platforms.

Working Conditions

- Combination of in-person, home office, other locations as needed

To express your interest, please forward your resume and cover letter to dagmar@thedam.org.