

# GREAT FUTURES START **HERE.**



**BOYS & GIRLS CLUBS**  
OF MUNCIE

<b>TITLE:</b>	Executive Assistant
<b>DEPARTMENT:</b>	Administration
<b>REPORTS TO:</b>	Chief Executive Officer
<b>FLSA STATUS:</b>	Full-time
<b>SALARY RANGE:</b>	\$32,500-\$35,500

## **PRIMARY FUNCTION:**

Are you a self-directed Executive Assistant who thrives in a mission driven, diverse, fast-paced, environment? Do you have strong business acumen, an aptitude for anticipating up-to-the-minute priorities, and enjoy solving problems quickly? In this role you will provide high level professional support to the CEO, including scheduling, correspondence on behalf of the CEO, independent oversight of complex projects, preparation of presentations, maintaining executive expense reports, travel arrangements, and Board committee support.

This is a tremendous opportunity for a detailed-oriented individual with strong initiative to learn the ins and outs of youth development and non-profit administration in a dynamic, established, and growing organization. As the point communicator to the CEO, the duties are complex and confidential requiring the highest level of discretion and independent judgment. The person in this role will have continuous contact & communication, often as primary point of contact for senior management with all staff, stakeholders, and donors.

The ideal candidate will have strong computer and research skills, flexibility, excellent interpersonal skills, experience with project coordination and the ability to work well with all levels of internal management and staff, as well as Board leadership, program partners, and vendors.

## **KEY ROLES (Essential Job Responsibilities):**

### **Executive Support:**

- Completes a broad variety of administrative task for the CEO including managing an extremely active calendar of appointments; completing expense reports; composing and preparing correspondence that is sometimes confidential; arranging complex and detailed travel plans, itineraries and agendas; ensures the CEO schedule is followed and respected.
- Provides “gatekeeper” and “gateway” role creating win-win situations or direct access to the CEO’s time and office.
- Plans, coordinates and ensures CEO schedule is followed and respected.
- Provides a bridge for smooth communication between the CEO’s office and internal departments; demonstrating leadership to maintain credibility, trust and support with senior management staff.
- Works closely and effectively with the CEO to keep him/her well informed of upcoming commitments and responsibilities; following up appropriately. Acts as a “barometer,” having a sense for the issues taking place in the environment and keeping the CEO updated.
- Provides leadership to build relationships crucial to the success of the organization and manages a variety of special projects for the CEO, some of which may have organizational impact.
- Successfully completes critical aspects of deliverables with a hands-on approach, including drafting acknowledgement letters, personal correspondence, and other tasks that facilitate the CEO's ability to effectively lead the organization.
- Prioritizes conflicting needs; handles matters expeditiously and proactively

## **Board Support and Liaison**

- Serves as the administrative liaison to Board of Directors
- Assists board members with travel arrangements, lodging, and meal planning as needed
- Maintains discretion and confidentiality in relationships with all board members
- Adhere 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.
- Schedules monthly Board meetings (virtual and/or face to face) ensuring all board packets are completed and board minutes are sent out 7 days in advance.

## **ADDITIONAL RESPONSIBILITIES:**

1. May be required to drive Club van.
2. Provides timely response to requests for information, service, and assistance.

## **RELATIONSHIPS:**

**Internal:** Maintain close, daily contact with Senior Leadership, Club members, and supervisor to receive/provide information, discuss issues and advise/counsel.

**External:** Maintain contact with external community groups and others to assist in resolving problems.

## **MINIMUM QUALIFICATIONS:**

- Strong organizational skills that reflect the 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
- Demonstrate proactive approaches to problem-solving with strong decision-making capability
- Emotional maturity
- Proven ability to handle confidential information with discretion, be able to adapt to various competing demands, and demonstrate the highest level of customer/client service and response
- Strong information technology skills, including proven advanced experience with Microsoft Office and database programs.
- Ability to lift and move equipment up to 25 lbs.
- Computer use for extended periods of time.

## **PREFERRED QUALIFICATIONS:**

- Strong Tenure: 5 to 10 years of experience supporting C- Level Executives; preferably in a nonprofit organization
- Experience and interest in internal and external communications, partnership development, and fundraising
- Proficient in Microsoft Office (Outlook, Word, Excel, and PowerPoint), Adobe Acrobat, QuickBooks.

## **PHYSICAL REQUIREMENTS/WORK ENVIRONMENT:**

Please evaluate and describe any physical skills, abilities or working conditions required to perform the essential duties of this position, as required by the Americans with Disabilities Act.

**The following statements regularly apply to the position:**

- Employee is required to possess a valid driver's license and is occasionally required to transport members in a company vehicle
- Occasionally required to travel to other Boys & Girls Club units & sites within the community using personal motor vehicle
- To accomplish the position functions, individual is required to work:
  - Irregular hours - Occasionally
  - Afternoons/Evenings - Occasionally
  - Weekends - Rarely

**DISCLAIMER:**

The information presented indicates the general nature and level of work expected of employees in this classification. It is not designed to contain, nor to be interpreted as, a comprehensive inventory of all duties, responsibilities, qualifications, and objectives required of employees assigned to this job.

Signed by: \_\_\_\_\_  
Incumbent Date

Approved by: \_\_\_\_\_  
Director of Resource Development Date

Reviewed by: \_\_\_\_\_  
Chief Executive Officer Date