

Position Description

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| Position Title: Executive Assistant | Salary Grade: C |
| Department: Executive Office | FLSA Status: Exempt/ Full-Time |
| Supervisor: President & CEO | |

JOB SUMMARY:

UWSD is seeking a dynamic Executive Assistant to hold responsibility for managing activities of the President & CEO and the UWSD Board of Directors. In collaboration with the CEO & President (CEO), the Executive Assistant ensures consistent and timely communications with the Board of Directors and the UWSD Leadership Team in a competent manner, ensuring confidentiality as well as professionalism in dealing with all internal and external constituents.

In this role, you will be responsible for, but are not limited to:

- The ability to use good judgement, make quick independent decisions, and timely communications.
- Prioritization and management of multiple responsibilities simultaneously.
- Steady competence and focus when facing rapid rates of changing demands.
- Passion for maintaining a high bar for quality with a critical eye for detail.
- Effective collaboration and influence with stakeholders from a variety of functions and businesses at every level.

ESSENTIAL FUNCTIONS:

President & CEO Support

- Communicates directly, and on behalf of the PCEO, with Board members, donors, staff, and others, on matters related to UWSD programmatic initiatives.
- Completes a broad variety of administrative tasks for the PCEO including: managing an active calendar of appointments; completing expense reports; composing and preparing correspondence that is sometimes confidential; arranging travel plans, itineraries, and agendas; and compiling documents for travel-related meetings.
- Prepare and organize PCEO's daily activities with support and backup materials.
- Initiates outreach for fundraising/meet and greet purposes to a wide variety of potential partners/donors.
- Researches, prioritizes, and follows up on incoming issues and concerns addressed to the PCEO, including those of a sensitive or confidential nature.
- Provides a bridge for smooth communication between the PCEO's office and internal departments; demonstrating leadership to maintain credibility, trust and support with senior management staff.
- Works closely and effectively with the PCEO 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 PCEO updated.
- Provides leadership to build relationships crucial to the success of the organization, and manages a variety of special projects, 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

PCEO's ability to effectively lead the company.

- Develop Executive Office budget expenses and forecasts budget needs and monitors the budget on a regular basis.
- Participates in cross-functional teams as time permits.
- Creates acknowledgement letters from the PCEO to donors.
- Follows up on contacts made by the PCEO and supports the cultivation of ongoing relationships.
- Ensures that the PCEO's bio is kept updated and responds to requests for materials regarding the PCEO and the organization in general.

Board Support and Liaison

- Maintain frontline communications with BOD, serving as the central point of contact to facilitate PCEO and BOD, committee meetings and other Board oriented activities.
- Coordinate with the PCEO, and/or committee liaison, in the scheduling and planning of Board and committee meetings. Coordination of meeting technology, presentation logistics, preparation and distribution of all meeting materials.
- Attend assigned meetings, take and transcribe minutes.
- Maintain minutes, bylaws, records and files of all board-related current and past projects, committees and meetings. Maintain and administer Board forms and contact information.
- Initiate communications and respond to Board, donor, volunteer, and community requests, compose and /or edit correspondence and format documents.
- Maintains discretion and confidentiality in relationships with all board members.
- Ensures meeting spaces are prepared for attendees including meeting materials, beverages/ food, audio visual, teleconference, seating/ table arrangement, etc.

Senior Management Liaison

- Participates as an adjunct member of the Leadership Team including assisting in scheduling and attending meetings, taking minutes and meeting follow-up.
- Assists in coordinating the agenda of Leadership team meetings and off-sites and all staff meetings.
- Facilitates cross-divisional coordination of travel and outreach plans.

Other Responsibilities

- Maintain accurate and timely progress notes on all partners/donors/board members as they relate to the office of PCEO and BOD in the account management tool (Andar) and other instruments as necessary.
- Assist Human Resources with the auditing of semi-monthly payroll and trained as a back-up payroll administrator.
- Manage projects and special assignments and other duties as assigned.

QUALIFICATIONS:

- Minimum of five years of experience assisting at the senior leadership level in a fast-paced environment; nonprofit experience is preferred.
- Minimum of 5 years of experience interfacing with a large Board of Directors
- Highly organized, analytical, flexible with shifting priorities and able to always exercise good judgement.
- Event planning experience is required.
- High level of integrity and discretion in handling confidential information.
- Proficient in Microsoft Office (Outlook, Word, Excel, and Power Point), and Adobe Acrobat Pro.

Required Skills/Abilities:

- 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. Meticulous writing and editing skills.
- Demonstrated proactive approaches to problem-solving with strong decision-making capability.
- Professional 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 customer/client service and response.
- Demonstrated ability to achieve high performance goals and meet deadlines in a fast paced environment.
- Forward looking thinker, who actively seeks opportunities and proposes solutions.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the job.

- This person must be able to remain in a stationary position 50-75% of the time.
- The person in this position needs to be able to move about inside the office to access file cabinets, office machinery, etc.
- The person in this position frequently communicates with Leadership, Staff and the Public. Must be able to exchange accurate information in these situations.
- Constantly operates computer and other office machinery.
- Weights of up to 25 pounds occasionally lifted (carrying devices provided).

The statements herein are intended to describe the general nature and level of work being performed by the employee assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of incumbents.

Work Schedule:

Typical schedule is 8:00 a.m. to 4:30 p.m. Monday through Friday. However, flexibility is required due to nature of business. Schedule may be changed as needed, to include evenings, weekends and holidays.