



Job Title: Executive Assistant
Reports To: Chief Executive Officer
Classification: Non-exempt
Supervisory Responsibilities: None
Date: 2/16/2021

Our Mission: Grace Place puts faith into action providing pathways out of poverty by educating children and families.

Summary/Objective:

The Executive Assistant works closely with Grace Place executives to provide administrative support to the CEO, Board of Directors, and Executive Leadership Team. Reporting directly to the CEO, the Executive Assistant provides executive support in a one-on-one working relationship. The Executive Assistant serves as the primary point of contact for internal and external constituencies on all matters pertaining to the CEO. The Executive Assistant also serves as a liaison to the board of directors and executive leadership team. He/she organizes and coordinates executive outreach and external relations efforts and oversees special projects. The Executive Assistant must be creative 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.

Essential Duties and Responsibilities:

- Handles a broad variety of administrative tasks for the CEO including managing CEO's calendar of appointments, preparing communication that is sometimes highly confidential, arranging meetings and travel plans, completing expense reports, running reports, and compiling Board documents.
- Greets CEO's visitors to the campus, including Board members, donors, and volunteers.
- Plans and coordinates the CEO's schedule; manage conflicting events, keeps CEO well-informed of schedule changes, upcoming commitments, and responsibilities.
- Handles incoming calls to the CEO, provides general information, direct calls, and announces visitors.
- Communicates directly with Board members, donors, and Grace Place staff.
- Provides a smooth bridge for smooth communication between the CEO and internal departments; builds relationships and maintains credibility, trust, and confidence with the senior leadership team.
- Researches, prioritizes, and follows up on issues needing attention from the CEO; handles matters expeditiously, proactively, and follows-through on issues often with deadline pressures.
- Prepares and compiles high-quality Board materials; assist with tracking down missing information and data.
- Supports the Board and ELT members by serving as the recording secretary; preparing timely and accurate meeting minutes and action items.

- Manages a variety of special projects for the CEO, some of which may have an organizational impact.
- Supports the coordination of fundraising events and community presentations.
- Provides hands-on approach to the day-to-day functions of the CEO and Executive Leadership Team.
- Performs any other duties or responsibilities as requested.

Qualifications:

Education:

- High School degree required; Bachelor's degree preferred.

Experience:

- Minimum of three years' experience in an office environment supporting C-Level executives, preferably in a non-profit organization.
- Proficient in the use of Microsoft Office (Outlook, Word, Excel and PowerPoint), SharePoint, Adobe Acrobat, and other applications.
- Experience in donor management databases such as Blackbaud/Raiser's Edge preferred.
- Commitment to the mission and core values of the organization.
- Fluency in Spanish/English is preferred.

Knowledge, Skills, and Abilities:

- Strong organizational skills with excellent attention to detail.
- Expert-level in written and oral communication skills.
- Must be a professional, confidential, honest, and reliable person.
- Must have an even disposition with poised confidence and can deal effectively and politely with people from different backgrounds, experience levels, and in all types of situations.
- Must have the capability to evaluate problems accurately and display good judgment. Forward-thinking person who actively seeks opportunities and proposes solutions.
- Will have access to and use confidential information pertaining to employees and the organization.
- Must have emotional maturity.
- Must have very strong interpersonal skills and the ability to build relationships with staff, Board members, external partners, and donors. A highly resourceful team-player.
- Must have the ability to work independently, competently, and efficiently in a multi-task environment.
- Strong technology application skills.
- Ability to achieve high-performance goals and meet deadlines in a fast-paced environment.
- Demonstrated experience working with diverse cultures and populations and ability to communicate effectively.

Additional Information:

As members of the Grace Place team we all value and support the Grace Place Vision, Mission, Faith Statement, and Organizational Core Values.

Work Environment: Position requires working in numerous locations which include varied temperature, noise level, and other factors that may affect a person's working conditions while performing the job.

Position Type and Expected Working Hours: Full-time or Part-time (part-time is defined as someone who is working 40 hrs. or less a week) Anticipated working hours of approximately 9 am – 5 pm Monday through Friday, including some evenings and weekends as needed.

Physical Demands: Bending, sitting, and standing for long periods. May require lifting objects weighing up to 20 lbs. as needed.

Additional Eligibility Qualifications: Background check, fingerprinting required.

Organizational Competencies:

The following competencies are organizational in that all Grace Place employees are expected to exhibit these competencies and will be part of the basis for their performance evaluation.

Work Ethic and Commitment: Extent to which the employee takes pride in his or her work, and is dedicated and committed to excellence in personal goals and organizational mission. The extent to which a significant volume of quality work is performed efficiently in a specified period of time; the employee is a peak performer with a high energy level.

Initiative and Problem Solving: Degree to which employee takes active steps to set and achieve tasks/goals on a timely basis. Is a self-starter and solution-seeker who possesses a sense of urgency and takes action with minimal instruction. Is able to identify issues/problems and possible solutions and is willing to act on the solutions.

Service Orientation: Extent to which the employee understands and exhibits behaviors that enhance and improve the experience of various stakeholders: students/families, volunteers, donors/supporters, and community partners. Knows and acts upon what it takes to deliver value. Makes a genuine effort to listen to stakeholders and seeks to understand and resolve needs/issues.

Judgment and Decision Making: Ability to arrive at sound decisions in a timely manner with positive results. Understands and utilizes core values of the organization and relevant policies and seeks appropriate guidance when needed.

Quality, Care, and Dependability: Extent to which work is accurate, thorough, and neat. Degree of reliability in performing tasks, following instructions, and meeting deadlines. Employee possesses the ability to produce reliable work without follow-up or inspection.

Teamwork and Interpersonal Relations: Extent to which employee is positive and projects a willing-to-please attitude, cooperation, and team spirit. Understands goals of the department, as well as collaboration with other departments, and is willing to accommodate the personnel, tasks, and situations involved in order to accomplish department and organizational goals. Consider employee relationships with other staff, volunteers, students/families, and community partners.

Communication Skills (oral and written): Communicates effectively and accurately both orally and in writing with individuals and groups; presents ideas in an organized, clear and concise manner; employs tact and discretion; listens well; offers appropriate feedback. Listens to others. Communicates with a clear message and is open to different perspectives. Ensures that the receiver hears and understands the message.

Job Knowledge and Technical Skills: Extent to which the employee possesses the practical and technical knowledge of duties, functions, work safety procedures, policies, and takes responsibility for reviewing and upgrading areas of expertise and development of new skills as needed.

Planning and Organizing: Level of effectiveness in planning and organizing daily work. Ability to achieve short- and long-range objectives. Assess organization of work and time management skills.

Professional Image: Extent to which the employee projects a professional image through appearance, conduct, and work areas.

Equal Employment Opportunity Statement:

Grace Place values diversity in the workplace and among our partners and other stakeholders.

It is the policy of Grace Place to provide equal employment opportunities to all qualified employees and applicants on the basis of experience, training, education, and ability to do the available work without regard to race, color, religion, sex, national origin, age, disability, marital status, pregnancy, veteran status, sexual orientation, gender identity, genetic information or any other protected characteristic under applicable law. This policy relates to all phases of employment, including, but not limited to, recruiting, employment, placement, promotion, transfer, demotion, reduction of workforce and termination, rates of pay or other forms of compensation, selection for training, the use of all facilities, and participation in all company-sponsored employee activities. Provisions in applicable laws providing for bona fide occupational qualifications, business necessity or age limitations will be adhered to by Grace Place where appropriate.

Employees and applicants shall not be subjected to harassment, intimidation or any type of retaliation because they have (1) filed a complaint; (2) assisted or participated in an investigation, compliance review, hearing or any other activity related to the administration of any federal, state or local law requiring equal employment opportunity; (3) opposed any act or practice made unlawful by any federal, state or local law requiring equal opportunity; or (4) exercised any other legal right protected by federal, state or local law requiring equal opportunity.

The above-mentioned policies shall be periodically brought to the attention of supervisors and shall be appropriately administered. It is the responsibility of each supervisor at Grace Place to ensure affirmative implementation of these policies to avoid any discrimination in employment. All employees are expected to recognize these policies and cooperate with their implementation. Violation of these policies could be considered a disciplinary offense.

Disclaimer:

This job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities that are required of the employee. Other duties, responsibilities, and activities may change or be assigned at any time with or without notice.