



JOB OPPORTUNITY

Executive Assistant, Office of the Executive Director

Position Objective:

The Executive Assistant is responsible for the provision of an effective and proficient administration service ensuring the efficient and smooth running of the Executive Office. The job holder also provides key support in the organization of special events as well as assisting with the management of Board and Donor relations. Due to the confidential nature of information that the job holder will deal with and have access to, the highest level of professionalism and discretion will be required to be maintained at all times.

Essential Functions:

- Provide administrative support for the Executive Director and Director of Board & Executive Donor Relations, and Capital Campaign Coordinator including management of calendars, completion of research and preparation of bios, as well as the coordination of travel.
- Maintain ticket blocks and update events in Executive Director's calendar as well as processing ticket request from Board members and VIPs.
- Prepare executive level correspondence; including letters, obituaries and High Holiday mailings as well as minuting of meetings.
- Handle incoming communications both mail and phones calls and prioritization of items for the Executive Director's attention. Screen, reroute, copy, file and keep track of all communication received and sent from the Executive Office.
- Maintain the Executive Office environment & procedures for organization, including space re-arrangement, filing, archiving as well as overseeing office supplies. Responsible for management of the accounts payable process for Executive Office expenses.
- Provide customer service to patrons of 92Y and determine the appropriate methods of resolution if applicable. Troubleshoot problems and inquires to the Executive Office
- Assist outside visitors by coordinating meetings and other input from executive staff across the agency.
- Assist in planning five Board meetings annually and all Board related functions, including compilation of all required materials as well as writing and editing of Board correspondence.
- Schedule committee meetings, requiring the liaison with offices of board members and also 92Y departments, as well as tracking attendance.
- Represent the Director of Board & Executive Donor Relations at Program committee meetings and development staff meetings in her absence and at other requested meetings / functions.
- Prepare confidential research on prospective executive donors.
- Develop and manage Community Shared Agriculture (CSA) program serving over 80 families and all 92Y Staff.
- Support Executive Office members in preparing research, scheduling meetings and editing correspondence relating to the Capital Campaign as well as organizing and managing special events and receptions to cultivate Capital Campaign donors.
- Plan, organize, coordinate, promote, and facilitate special events, VIP and Board Receptions, Bar/Bat Mitzvahs at uptown and downtown locations and outside venues. Scheduling and maintaining communications with participants and vendors as well as coordinating and monitoring event timelines.
- Coordinate logistics of ELT & staff retreats as well as planning and facilitation of staff receptions and breakfasts for Executive Office.
- Assist Director of Board and Executive Relations with the production of spring Galas

EDUCATIONAL REQUIREMENTS

Bachelor's degree or an equivalent combination of education and experience

EXPERIENCE, SKILLS & QUALIFICATIONS

- Minimum three years experience working for an executive level director
- Excellent communication, interpersonal and diplomacy skills required to deal with the public, including major and high-profile donors as well as internal colleagues.
- Ability to work with confidential and sensitive matters in a discreet and professional manner. Highly proficient in the use of all Microsoft Office applications
- Proven ability to be able to manage a demanding work load with the capability to prioritize, multitask and work on own initiative

Hours of work

40 hours per week

If you are interested in applying please email a cover letter (including salary requirements,) and resume, with Executive Assistant as the subject heading, to Humanresources@92Y.org.

We are an Equal Opportunities Employer