

JOB TITLE:

Executive Assistant

Position Type: Full Time, Exempt

Reporting To: President & CEO

Hours: 40/ week minimum

Supervisory Position: No

of Direct Reports: 0

Essential Skills

- Solid understanding and perspective in the application of qualitative and quantitative data for continuous improvement, communicating impact, and determining progress toward internal and external goals
- Strong critical and strategic thinking skills, as well as creative and innovative thinking
- Comfort and proficiency with presentation skills both publicly and one-on-one
- Strong oral and written communication skills
- Ability to work independently and in a team environment to accomplish team goals
- Ability to develop, implement, and manage work and project plans through strong project management skills
- Comfortable interacting with key stakeholders and individuals from all segments of the community
- Self-starter with ability to pivot within a face-pace work environment
- Ability to take directions from multiple team leads
- Ability to lead others throughout the organization, regardless of title
- Attention to detail
- Microsoft Office: Excel, Word, PowerPoint
- Advanced computer skills in Microsoft Office (Word, Excel, PowerPoint, Outlook, etc.) and survey tools
- Typing of 60 wpm or higher, ability to edit for spelling, punctuation and grammatical errors

CORE VALUES AND BEHAVIORS

Values:

- Expect Excellence: Holding ourselves and others to the highest standards while embracing and learning from challenges.
- Encourage Growth: Creating greater impact through continual learning and innovation.
- Engaging Community: Connecting with networks and communities to address needs to improve the lives of every person.
- Exercise Integrity: Acting ethically, honestly, and responsibly.

Professional Core Competencies:

- Mission Focused: Priority to create real social change that leads to better lives and healthier communities. This drives performance and professional motivation.
- Relationship-Oriented: An understanding that people come before process and can cultivate and manage relationships toward a common goal.
- Collaborator: Understands the roles and contributions of all sectors of the community and can mobilize resources through meaningful engagement.
- Results-Driven: Dedicated to shared and measurable goals for the common good; creating, resourcing, scaling, and leveraging strategies and innovations for broad investment and impact.
- Brand-Steward: An understanding of the role played and importance in protecting and growing the reputation and results of the greater network of United Ways.

PRIMARY PURPOSE

Performs administrative duties requiring considerable judgment, initiative, and knowledge of United Way of East Central Iowa. Assists the President & CEO in the performance of their responsibilities. This position participates as part of the administrative support team, providing administrative support to other departments as necessary and directed by the President & CEO, with a focus on Finance & Administration and Resource Development. Position requires high levels of independent thinking, initiative, confidentiality, and knowledge of United Way, and functions with minimal supervision. Interacts with staff, volunteers, and agencies.

ESSENTIAL JOB FUNCTIONS

Support of President & CEO

- Maintain knowledge of management priorities and is flexible to adapt to changes in these priorities. Anticipates needs and conducts administrative functions that maintains a positive image for and achieves objectives of management.
- Manage the final revision of written materials from the President & CEO. Ensure correspondence is accurate, professional and timely. Proof and prepare final versions of reports, correspondence, and other written documents within appropriate timelines.
- Assists with monitoring timelines and steps of projects.
- Compose, edit and/or process correspondence, meeting notices, minutes, etc. for Executive Committee, Board of Directors, Board of Trustees, Nominations Committee, Finance Committee, Investment Committee, Operations Committee, Planned Giving Committee, Agency Executives meetings, and other committees as assigned. Coordinate meeting logistics, attend and execute meeting technology support.
- Maintain volunteer manuals, biography information, and other administrative documents.
- Identify efficiencies and improvements to workflow processes.
- Maintain correspondence files and meeting schedule for President & CEO, including scheduling activities for them and making applicable preparations.
- Monitor compliance with deadlines and required updates related to organizational work and governance.
- Assist with communication with and engagement of donors, volunteers, and other stakeholders.
- Complete expense reports, including corporate credit card and mileage reports, for President & CEO.
- Perform other duties as apparent or assigned.

Support of Other Departments

- Coordinate campaign and other fundraising meetings and leadership events with companies, donors, and volunteers on behalf of the President and Resource Development.
- Assist with correspondence and pledge processing during campaign.
- Use Andar database and other technology platforms for information, reporting, and follow-up.
- Coordinate and maintain Andar data related to major donors and other key stakeholders and volunteers. Assist with providing UW staff with appropriate information as requested.
- Assist other Departments during seasonal peaks in activities when called upon, including finance functions of accounts payable and accounts receivable.
- Maintain the accuracy and confidentiality of records, including but not limited to contact lists, membership rosters, database records, manuals and files, and other organizational documents.
- Coordinate the sharing and retention of executed agreements, communicating with internal and external parties and following up to maintain compliance with UWECI's policy and procedure.
- Assist Finance and Administration in the development and implementation of new policies and procedures.

Office Management

- Be primary point of contact, providing the majority of coverage, for callers and visitors, offering excellent customer service while assisting or directing them to the appropriate source
- Assist CFO/VP of Finance and Administration and Property Manager in oversight of Human Services Campus, including being the point person for maintenance requests within UWECl office.
- Maintain relationships with vendors and facilitate maintenance and repairs for facility, printers, postage meter, and computers.
- Lead in United Way Worldwide Annual Membership Certification process.
- Manage everyday functions of the office including maintenance and oversight of supplies, furniture, office equipment and office spaces.
- Assist with set up and management of technology for office spaces and presentations. Troubleshooting any technical issues that arise during meetings.
- Facilitate office moves as needed and assign key card access and parking to new employees.

EDUCATION

Level of Education: Associate Degree (Required) Bachelor's Degree (Required)

Work Experience: () 1-3 years, (x) 3-5 years, () 5-7 years, () 7+ years

Education Requirements: 5+ years of related experience will be accepted in place of required bachelor's degree.

Preferred field(s) of study: Business Administration, Communications

JOB SKILLS & ATTRIBUTES

- **Analysis:** Approaches decision making and problem solving by systematically gathering information. Readily distinguishes between a problem's symptoms and its causes, focusing energy on the treatment of causes. Relates and compares information from various sources to deduce cause-effect relationships.
- **Innovation and Creativity:** Remains open to new ways of doing business. Critically examines rules to see if they have outlived their usefulness. Flexible, adaptable, and open to change. Commitment to continuous learning.
- **Effective Communication:** Prepare clear, complete and concise reports. Able to work effectively with volunteers and staff Must have ability to maintain confidential information. Excellent interpersonal and relationship building skills.
- **Team Builder:** Works to promote cooperation throughout the organization and assists on creating a positive work environment.
- **Cultural Competency:** Able to understand, communicate with, and effectively interact with people across cultures.

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.

While performing the duties of this job, the employee may be frequently required to use finger and hand motion and occasionally required to stand, walk, and reach with hands and arms. The employee must occasionally lift and/or move objects up to 20 lbs. Specific vision abilities required by this job include close vision and ability to

adjust focus. Travel offsite may be needed occasionally; a valid driver's license and access to a vehicle is required.

ACCOUNTABILITY & DECISION MAKING

Differentiate between urgent and non-urgent matters, collect relevant information, and consult with supervisor or other team members before making major decisions. Make independent decisions by utilizing discretion when managing the President's calendar and email. Understand the priorities of the President and implement projects accordingly.

Note: This job description indicates the normal type and level of work expected of the incumbent. Incumbent may be asked to perform other duties as apparent or assigned.