



United Way
of Greater Greensboro

POSITION DESCRIPTION

JOB TITLE:	Executive Assistant to the President & CEO
DEPARTMENT:	Executive Administration
LOCATION:	United Way of Greater Greensboro (UWGG)
REPORTS TO (Title):	President and CEO
FLSA STATUS:	Exempt
SALARY RANGE:	46,350 to 69,525
UPDATED:	09/30/2021

POSITION SUMMARY:

United Way of Greater Greensboro is an organization that is leading the community in the critical mission of ending poverty in Greater Greensboro. The *Executive Assistant to the President & CEO* (Executive Assistant) is responsible for providing comprehensive support to the CEO, and managing the organization's office operations. This dynamic position requires the ability to anticipate needs, think critically, and offer solutions to problems with a high level of professionalism and confidentiality. The *Executive Assistant* serves as the first point of contact for donors, volunteers, agencies, and other business partners and community stakeholders on behalf of the President and CEO. This position provides administrative support for the President and CEO and project management for key initiatives that support the strategic plan of the organization. This position also manages several key functions associated with the operation of the UWGG office.

KEY RESPONSIBILITIES:

Provide Administrative Support to the President/CEO. (65%)

- **CEO Calendar Management** – Complex meeting coordination and management, prioritizing inquiries and requests while troubleshooting conflicts; make judgements and recommendations to ensure smooth day-to-day engagements
- **Work closely with the CEO to keep them well-informed of upcoming commitments and responsibilities** – Acting as a "barometer," with a keen sense of the issues taking place in the environment and keeping the CEO updated. Anticipating the CEO's needs in advance of meetings, conferences, etc.
- **Complete a broad variety of administrative tasks that facilitate the CEO's ability to effectively lead the organization** – Assisting with special projects (including those of organizational departments, as requested); Designing and producing complex documents, reports, and presentations; Providing support for meetings and presentations, including preparing and circulating meeting agendas prior to meetings and capturing notes and key action items marked for follow-up during meetings; making travel arrangements; and completing expense reports.

- **Manages CEO contact lists** – Providing support to prepare monthly “call sheets” for donors and other community stakeholders; recording key meetings in donor database
- **Serves as the primary point of contact for internal and external constituencies on all matters pertaining to the CEO** (including those of a highly confidential or critical nature) – Prioritize and determine appropriate course of action, referral, or response, exercising judgement to reflect CEO’s style and organization policy.
- **Maintains official records and archives** for United Way of Greater Greensboro.
- **Ensures that the CEO prepares, with timely submission, strategic/action plans and trackers** necessary for organization initiatives and the UWGG Board of Directors
 - Serves as Corporate Secretary for the Board of Directors
- **Community engagement** with organizations linked to poverty prevention and solutions
- **Other duties as assigned**

Ensure UWGG Office is run efficiently and effectively. (35%)

- Manages all aspects of organization’s office services, including:
 - Answering main phone line and managing visitors’ access to the building
 - Managing vendor relationships and accounts (e.g. Internet services, janitorial services, security system, office supplies, etc.)
 - Collating and distributing mail
 - Providing assistance with logistic management and procurement needs for onsite meetings and off-site events
 - Creating and maintaining filing systems, both electronic and physical
 - Providing HR payroll support, as needed

EDUCATION AND EXPERIENCE REQUIREMENTS:

- High School diploma
- 7+ years of experience as an executive-level administrative assistant
- Knowledge of additional office skills (video conferencing, live meeting set-up, travel, etc.)
- Project management for special projects, initiative to learn and quickly become proficient with new systems, policies, and processes
- Advanced skills in Microsoft Office products

ATTRIBUTES:

- High degree of professionalism in dealing with diverse groups of people, including Board members, senior leadership, staff, community leaders, donors, and funded partners.
- Willingness to study the issue of poverty and become an advocate for solutions
- Strong planning and organizational skills with attention to detail.
- Proven ability to handle extremely sensitive, confidential information
- Ability to handle multiple tasks simultaneously, prioritize, and work independently
- Ability to function effectively in a diverse, fast-paced and changing work environment.
- Passion for supporting a team culture.
- Collaborative and flexible work style.
- Effective communicator, with strong oral and written skills.
- Positive customer service attitude.
- Strong work ethic with high quality results.
- Peer leader