



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:	President & CEO
FLSA STATUS:	Exempt
UPDATE DATE:	July 2024

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 is responsible for providing comprehensive support to the President & CEO. 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 & CEO. This position provides administrative support for the President & CEO and project management for key initiatives that support the strategic plan of the organization. This role is critical in facilitating efficient operations and ensuring seamless communication within the organization and with external stakeholders. This position also manages several key functions associated with the operation of the UWGG office.

KEY RESPONSIBILITIES:

Provide Administrative Support to President & CEO (85%):

- **Calendar Management:** Efficiently manage the CEO's schedule, including scheduling meetings, appointments, and travel arrangements.
- **Communication Coordination:** Act as the primary point of contact for internal and external stakeholders, handling inquiries and communications with professionalism and discretion.
- **Meeting Support:** Prepare agendas, take minutes, and coordinate logistics for meetings, ensuring the CEO is well-prepared and informed.
- **Document preparation:** Draft, edit, and proofread correspondence, reports, presentations, and other materials on behalf of the CEO.
- **Information Management:** Maintain organized electronic and physical files, databases, and contact lists, ensuring confidentiality and accessibility as needed.
- **Travel Arrangements:** Coordinate travel plans, accommodations, and itineraries for the CEO, optimizing efficiency and cost-effectiveness.

- Event Coordination: Assist in planning and organizing special events, fundraisers, and donor meetings, ensuring seamless execution.
- Strategic Support: Conduct research, compile data, and provide analysis to support decision-making and strategic initiatives of the CEO.
- Board Support: Assist in scheduling board meetings, preparing materials, and coordinating communication with Board members.
- Relationship Management: Cultivate positive relationships with staff, Board members, donors, and external partners on behalf of CEO.
- Special Projects: Take on special projects as assigned by the CEO, demonstrating flexibility and initiative.
- Administrative Support: Handle administrative tasks such as expense reporting, invoice processing, and office supply management. Occasionally handle scheduling of personal appointments and tasks for CEO.

Ensure UWGG Office is run efficiently and effectively (15%):

- Answer incoming calls and assist with visitor access to the building.
- Manage vendor relationships and accounts as assigned by CEO.
- Provide assistance with logistics management and procurement needs for onsite meetings and off-site events.

OTHER DUTIES:

- Other duties as assigned.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Advance skills in Microsoft Office suite, including Outlook and PowerPoint.
- 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 sensitive, confidential information.
- Ability to handle multiple tasks simultaneously, prioritize, and work independently.
- Passion for supporting a team culture
- Collaborative and flexible work style.
- Effective communicator, strong written and speaking skills.
- Positive customer service demeanor

EDUCATION AND EXPERIENCE:

- Associate's Degree required, Bachelor's Degree preferred.
- 5+ years of experience as an executive-level administrative assistant.
- Project management skills, initiative to learn and quickly become proficient with new systems, policies, and processes.

PHYSICAL REQUIREMENTS:

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 is required to:

Regularly: 66% of time or more	Frequently: 33% to 66% of the time	Occasionally: 33% of the time or less
Sit	Stand	Climb
Talk	Walk	Balance
Hear	Reach with hands and arms	Stoop
Use hands to handle or feel		Kneel/Crouch
Lifting:	Able to lift 30 pounds without assistance.	
Vision:	Close vision	Distance vision
		Ability to adjust focus

Hazards Exposure: the employee is occasionally exposed to:

The potential of	Working Conditions:	Noise Levels:
	Normal business office	Usually below OSHA limits