

Job Description

Job Title: Executive Assistant Status: Full-Time

Reports To: President/CEO Start Date: November 30, 2020

Disclaimer: Position Description is not meant to encompass all aspects of position; other duties may be assigned.

Together, we create life-changing wishes for children with critical illnesses. We are on a quest to bring every eligible child’s wish to life because a wish is an integral part of a child’s treatment journey. Research shows children who have wishes granted build the physical and emotional strength they need to fight a critical illness. This improves their quality of life and produces better health outcomes. A wish transforms the lives of children, their families, volunteers, supporters, medical professionals, and entire communities. Make-A-Wish Texas Gulf Coast and Louisiana is one of 59 chapters throughout the United States and its territories.

**Position Summary:** Reporting directly to the President and CEO, the Executive Assistant provides senior level 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 President and CEO. The Executive Assistant also serves as a liaison to the board of directors and senior management teams; organizes and coordinates executive outreach and external relations efforts. The Executive Assistant works under minimal supervision with considerable latitude for the use of initiative and independent judgment.

**Core Competencies:**

1. **Action Oriented** - Taking on new opportunities and tough challenges with a sense of urgency, high energy, and enthusiasm.
2. **Communicates Effectively**- Developing and delivering multi-mode communications that convey a clear understanding of the unique needs of different audiences.
3. **Decision Quality-**Making good and timely decisions that keep the organization moving forward.
4. **Self-Development** - Actively seeking new ways to grow and be challenged using both formal and informal development channels.

**Executive Support:**

* Completes a broad variety of administrative tasks for CEO including (but not limited to): managing an active calendar of appointments; reconciling expense reports; composing, preparing and editing all communication and presentations & assisting in scheduling meetings.
* Plans & coordinates complex travel plans & itineraries while also ensuring the CEO's calendar is organized.
* Researches, prioritizes, and follows up on incoming issues and concerns addressed to the CEO, including those of a sensitive or confidential nature. Determines appropriate course of action, referral, or response.
* Acts as project manager and/or collaborates on a variety of special projects.
* Prioritizes conflicting needs; handle matters expeditiously, proactively, and follow-through on projects to successful completion, often with deadline pressures.

**Board/Committee Support and Liaison:**

* Creates meeting calendars, prepares and distributes meeting notifications, and agenda materials, managing all correspondence around meeting execution.
* Attends & records minutes for review and presentation at all board and associated committee meetings.
* Maintains accuracy of board and associated committee attendance records and related data base.
* Maintains an accurate record of all corporate documents, board policies, board resolutions, and individual board member files.
* Prepares and maintains board and committee rosters.
* Coordinates and manages all aspects of onboarding of new board members, including onboard toolkit.

**Knowledge and Abilities:**

* Strong organizational skills that reflect ability to perform and prioritize multiple tasks seamlessly with excellent attention to detail.
* Excellent interpersonal skills and the ability to build relationships with stakeholders, including staff, external partners and board members.
* Expert-level written and verbal communication skills.
* Demonstrated proactive approaches to problem-solving with strong decision-making capability.
* Highly resourceful team-player, with the ability to also be extremely effective independently.
* Proven ability to handle confidential information with discretion, be adaptable to various competing demands, and demonstrate the highest level of customer/client service and response.
* Forward-looking thinker, who actively seeks opportunities and proposes solutions.

**Duties & Responsibilities:**

* Prepares internal and external communications, memos, and meeting minutes.
* Puts together meeting materials, presentations and reports.
* Prepares reports, analyzes data and information, and summarizes for President/CEO.
* Maintains files and records related to department activity, committees, and staff, which may be of highly sensitive and confidential nature.
* Ensures that the minutes of the meetings of the Board, are accurately recorded, appropriately distributed and approved and records kept on file.
* Issues notices of meetings and deadlines as specified in established policies and procedures, and/or as requested by the President/CEO, Board/committee chairs.
* Ensures that meeting agendas and support materials are prepared and provided to the Board and/or to assigned committees in a timely manner.
* Prepares annual committee workbooks for distribution to committee members prior to their first meeting at the beginning of each committee year (Oct. /Nov).
* Books all travel arrangements ensuring all required travel documents are in order.
* Prepares accurate and timely expense reports.
* Perform other job-related duties, as assigned.

**Qualifications:**

* Bachelor’s degree.
* 5+ years of experience supporting C-Level Executives, preferably for a CEO.
* Experience in CRM databases.
* Proficient in Microsoft Office Suite.

**Working Conditions:**

* Work in an office environment.
* May require work outside a traditional Monday – Friday work week, and outside normal business hours.

All applicants are considered without regard to age, sex, race, national origin, religion, marital status or physical disability.

**To apply please submit resume and cover letter to:**

**mhenderson@texgulf.wish.org**