



Job Title: Executive Assistant

Reports To: CEO

Posting Date: May 2025

Overview of Position:

The Executive Assistant will provide high-level administrative support to the CEO, ensuring the efficient operation of the executive office. The Executive Assistant to the CEO is a strategic partner, capable of managing a wide range of administrative and executive support tasks with a high level of professionalism, confidentiality, and discretion. This role requires exceptional organizational skills, attention to detail, and the ability to work effectively in a fast-paced environment. The ideal candidate will be proactive, highly organized and have a record of excellent customer service.

Primary Job Duties and Responsibilities:

- Represent the office of the CEO with the highest level of integrity, confidentiality, customer service, and professionalism when liaising with board members, senior leadership, donors, staff, volunteers, and National staff.
- Manage the CEO's calendar, scheduling meetings, travel arrangements, conferences, and teleconferences, and coordinating schedules with participants.
- Coordinate meeting logistics for internal and external meetings, ensuring all resources are prepared (room setup, virtual participants, AV, presenters, agenda, materials, etc.). This will also involve preparing agendas and taking minutes.
- Provide comprehensive travel management support, including preparing travel documents, itineraries, and driving directions.
- Prepare materials and presentations for the CEO as needed for staff meetings, board of directors, and committees. This may include conducting research and compiling data.
- Support the Senior Leadership Team in coordinating and scheduling Board Committee Meetings and Advisory Council meetings.
- Support the CEO in maintaining Board service records in accordance with Make-A-Wish® America and Make-A-Wish® Georgia standards.
- Finalize and process CEO expense reports, securing necessary approvals in accordance with Make-A-Wish® America and Make-A-Wish® Georgia compliance standards.
- Oversee CEO mail management, including thank you messages and follow-up letters, in a professional and timely manner.
- Assist with other special projects and initiatives as needed.

Desired Qualifications:

- Passion for the mission and vision of Make-A-Wish® Georgia.
- Bachelor's degree in business administration, Nonprofit Administration, or Communications required. Relevant and recent work experience as an Executive Assistant can substitute for a degree
- Minimum of 5 years of relevant work experience as an Executive Assistant or in a similar role.
- Excellent organizational and time-management skills.

Executive Assistant – Job Description

- Strong written and verbal communication skills.
- Proficiency in Microsoft Office Suite (Word, Excel, PowerPoint, Outlook).
- Proven ability to manage multiple projects, prioritize shifting needs, and maintain calm in a fast-paced, deadline-driven environment.
- High level of discretion and confidentiality.
- Excellent interpersonal skills, with the ability to joyfully and effectively communicate and collaborate with a diverse range of stakeholders, including wish families, critically ill children, volunteers, donors, and board members.
- Skilled in building and maintaining positive relationships.
- Ability to collaborate effectively with all levels of management.
- Must successfully pass a criminal background check.

Additional Details:

This role is a full-time 4 day a week in-office position and must reside in the state of Georgia. This role requires flexibility in scheduling, including availability for an occasional early morning or late afternoon meeting. Once or twice a year overnight travel may be required. Physical demands may include lifting up to 25 pounds and standing for extended periods. A valid driver's license and reliable transportation are also required.

What We Offer:

- Competitive compensation for similar nonprofit roles
- Comprehensive benefits package: Medical, Vision, Dental
- Company provided Short Term Disability, Long Term Disability, and Life Insurance
- 401(k) Retirement Savings Plan and organizational match.
- Generous PTO Program to support your work/life balance.
- Connection to an awesome culture - purpose-filled and supported by service-minded individuals.

About Make-A-Wish® Georgia:

Since 1995, Make-A-Wish® Georgia has been creating life-changing wishes for children with critical illnesses. Make-A-Wish is an equal employment opportunity (EEO) employer and does not discriminate based on age, color, national origin, citizenship status, physical or mental disability, race, religion, creed, gender, sex, sexual orientation, gender identity, and/or expression, genetic information, marital status, status regarding public assistance, veteran status, or any other characteristic protected by federal, state, or local law.

To apply, email your cover letter, resume, and salary range to jobs@georgia.wish.org.