The Executive Assistant will provide high-level administrative support that helps the Executive Director cultivate important relationships, manage a complex workload, and schedule priority activities. The aim of this position to maintain and increase the productivity of the Executive Director in leading a team of ten staff with a $1.5 million annual budget. The person in this position will function as a partner to and ambassador from the Executive Director in leading a team of ten staff to advance our mission at the state and national level.

**Major Responsibilities**

1. **Organizing** – Help maintain and cultivate relationships with many important people, including donors, funders, allies, policymakers, and other key stakeholders, through systematic organization and helping to ensure regular meaningful contacts;

2. **Communications** – Aid in maintaining and expanding private and public communications from the Executive Director that demonstrate thought leadership, build relationships, and advance achievement of our strategic goals and priorities;

3. **Workload Management** – Assist in timely sorting of all incoming demands for immediate action, delegation, scheduled work, future reference, or rejection, with regular review and ongoing maintenance of a good workload management system;

4. **Scheduling** – Maintain the Executive Director’s calendar, timely responding to important requests and invitations, scheduling priority meetings, while balancing the urgent with ample time for other important, non-urgent work activities;

5. **Administration** – Provide administrative support to help process time sheets, expense reimbursements, travel arrangements and to timely meet other logistical and administrative needs.

**Specific Duties**

**ORGANIZING**
- Develop and maintain accurate contact information, history, and related research
- Effectively engage key people on behalf of the Executive Director
- Manage plans for cultivation and stewardship of donors and funders
- Schedule meetings and other communications with key contacts
- Assist in fundraising by the Executive Director as appropriate and assigned

**COMMUNICATIONS**
- Draft persuasive email and other written communications, as needed
- Assist in maintaining regular communications with the board of directors and staff
- Assist the Executive Director in disseminating thought leadership pieces
- Assist in maintenance of Twitter account and other social media
WORKLOAD MANAGEMENT
- Help sort daily incoming emails, calls and other demands, with appropriate action
- Review and update the Director's projects and next actions on a weekly basis
- Maintain an understanding of the Executive Director's and organization's priorities
- Maintain blocks of time for completion of important, non-urgent priorities

SCHEDULING
- Maintain the Executive Director's calendar
- Manage work travel logistics and schedules
- Respond to scheduling polls and requests for meetings
- Seek appointments on behalf of the Executive Director
- Assist in scheduling meetings of the board of directors and its committees

ADMINISTRATION
- Maintain and submit monthly time sheets for the Executive Director
- Maintain and submit expense reimbursement requests for the Director
- Assist in grant applications and reporting, as needed
- Act as liaison with the management team on operations and fund development

Additional Responsibilities Shared with Other Staff

STRATEGIC PLANNING, EVALUATION, & PROGRAM SUPPORT
- Regularly document progress towards annual and multi-year goals
- Share relevant information internally and collaborate with the communications team to share with external audiences
- Represent the organization positively in public at all times by acting as a professional representative and ambassador
- Support the mission and goals of the organization across all programs areas, assisting other teams from time to time with pressing needs

FUND DEVELOPMENT
- Solicit individual gifts from prospective major donors as assigned, by mail, phone, and in person
- Participate in donor cultivation and solicitation activities in support of small donor development, including by phone, email, or mail

ORGANIZATIONAL ADMINISTRATION
- Maintain accountability to administrative systems and procedures, including submitting timesheets, expense reimbursements, invoices, lobbying reports, etc. by the deadlines assigned
- Participate actively in staff meetings and retreats and Board meetings when requested

Reporting and Authority

The Executive Assistant reports to the Executive Director, but will also be accountable to project managers overseeing specific projects. The Executive Assistant has authority to implement approved plans and will consult with the Executive Director before deviating from approved plans or making decisions that significantly affect program goals, resource allocations or other team members.
Qualifications

Minimum qualifications:

- Must be highly organized, with excellent initiative, persistence, and follow-through
- Three years of prior work experience that’s demonstrably relevant to the position
- Excellent written and oral communications skills, including clarity and conciseness
- Exceptional people skills that temper direct firmness with real compassion
- High administrative competency with record keeping, reporting, logistics, etc.
- Intermediate-level capability with a full suite of office software
- Cultural competency in effectively engaging with very diverse constituencies

Strong preference will be given to candidates who also demonstrate:

- Previous experience as an executive assistant to a CEO or senior executive
- Prior use of the GTD method or comparable workload management systems
- An understanding of fundraising practices and principles
- Experience in working with high net worth individuals
- Prior experience with organizing people to take individual and collective action
- Familiarity with persuasive communications and issue advocacy
- Proven commitment to progressive values and social change

The Environmental Health Strategy Center is an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, protected veteran status, disability, age, or national origin.