

Job Title: Executive Assistant		
Salary Band: 5		
Work Location: 6 N. 5 th Street		
Department: Administration		
Reports To: CEO		
Work Environment: Traditional Office Environment		
Physical Demands: Work is performed in an office environment and requires the ability to operate standard office equipment and keyboards.		
Work Hours: <input checked="" type="checkbox"/> Full Time <input type="checkbox"/> Part Time	Classification <input checked="" type="checkbox"/> Exempt <input type="checkbox"/> Non-Exempt <input type="checkbox"/> Hourly	Travel Required <input type="checkbox"/> Yes % <input checked="" type="checkbox"/> No

Position Summary:

YWCA Richmond’s is seeking an Executive Assistant to serve as a strategic administrative partner, reporting to the Chief Executive Officer. The Executive Assistant will provide executive support in a one-on-one working relationship, coordinate executive outreach, and oversee special projects. The nature of the work requires someone who can adapt when changes or priorities shift and is comfortable being available as needed.

The individual must be able to demonstrate professionalism through interaction with others and be personable, creative, technically savvy, and enjoy working in a fast-paced environment. Ideal candidates will exhibit a high level of professionalism and integrity, with an emphasis on confidentiality, as well as superb communication skills, the ability to manage multiple priorities in a fast-paced environment and attention to detail. The position requires someone who is capable of handling situations with finesse and calm, demonstrates sound judgment, has excellent writing, verbal communication, and organizational skills, and is highly proficient with Microsoft Office applications.

Role & Responsibilities:

Essential Functions: *(Essential functions may include but are not limited to the functions listed below.)*

- Executive Support (60%)
 - Understands the business preferences and priorities of the leadership team to provide the best support.
 - Provides day to day support to the CEO, including calendar management, correspondence, filing, communication, donor recognition, and meeting preparation.
 - Provides calendar management with strong attention to detail. Establishes meeting agendas, prepares and provides copies of relevant documents in support of productive meetings; manages business travel and coordinate logistics for internal and external meetings.

- Provides support for screening and handling telephone and email communications, greeting and directing visitors to YWCA Richmond.
 - Drafts correspondence for executive signature(s) pertaining to confidential matters and routine inquiries.
 - Assists with monthly internal correspondence to update YWCA Richmond team members on priorities across the organization.
 - Prepares and maintains reports, documents, presentations, dashboards, and databases as needed by the CEO.
 - Organizes annual timelines for priority initiatives for CEO and communicates timelines to Senior Leadership Team.
 - Creates events such as the employee annual meeting and other events created and hosted by the CEO, including location, catering, Awards (inventory of gifts), seating assignments, nametags, etc.
 - Organizes meetings and activities of the Executive Leadership Team, including an annual retreat.
 - Creates an annual engagement plan for community partners, government officials, and CEO speaking engagements.
 - Prepares invoices, reports, memos, letters, presentations and other documents needed by the Executive team.
- Board Engagement (20%)
 - Serves as staff support for the Board of Directors and for YWCA committees.
 - Assists with maintaining Board of Trustees relationships, establishing committee communication timelines, calendars, building presentations with the leadership team for Board meetings.
 - Creates minutes and dashboards for each committee meeting.
 - Communicates information regarding meetings, activities and scheduling needs.
 - Maintains Board records including necessary forms, agendas and minutes.
 - Manages board communication tool(s), including preparation of Board Orientation Manuals, Board attendance forms, Board meeting packets, and Board Retreat coordination.
 - Creates online meetings and ensures technology is set up to support Board engagement.
- Donor Development (15%)
 - Supports the Advancement team for major donor stewardship meetings and fundraising events.
 - Assists in event scheduling including reserving the venue, coordinating catering and managing the invitation lists.
 - Coordinates development of OWA(Outstanding Women’s Awards) nomination binders, including printing, organizing, and distributing binders to committee members.
 - Coordinate with YWLA Chair to ensure YWLA email list is up to date and Alliance meetings are well organized.
 - Create and print documents for meetings.
- Finance & Human Resources (5%)
 - Credit Card reconciliation for Executive Team.

- Schedules candidate interviews in conjunction with the HR Director for Executive Team members.
- Creates a plan for CEO engagement to encourage YWCA employee recruitment and retention.
- Other Functions
 - Works closely with executive team to ensure strategic planning updates are communicated annually.
 - Provides support for screening and handling telephone and email communications, greeting and directing visitors to YWCA Richmond.

Education & Experience:

- High school diploma or G.E.D. required,
- 5 years' experience in office administration and executive support

Required Knowledge:

- Strong knowledge of MS Office Suite and Adobe Suite
- Knowledge of Raisers Edge database management preferred
- Ability to work independently and multi-task.
- Detail oriented & strong organizational skills.
- Highly effective oral and written communication skills.
- Understands the importance of confidentiality and discernment
- Passionate about YWCA Richmond's mission to eliminate racism and empower women
- Able to live into YWCA Richmond's values: Collaboration, Integrity, Respect, Commitment
- Ability to multi-task and thrive in a fast-paced work environment.
- Successful completion of criminal background and credit checks.

This job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. The incumbent is expected to perform other duties necessary for the effective operation of the department.

Demonstrates their understanding of the critical role volunteers play in helping YWCA achieve our mission by providing volunteers the resources and training needed to be successful, offering meaningful experiences, treating them with respect, and clearly communicating needs and impact of their contribution to the work of the organization.

The YWCA Richmond provides equal employment opportunity to all individuals regardless of their race, color, creed, religion, gender, age, sexual orientation, national origin, disability, veteran status, or any other characteristic protected by state, federal, or local law.

This position is subject to grant funding.

Employee Name Printed

Employee Signature

Date

Manager Signature

Date