

EXECUTIVE ASSISTANT TO THE PRESIDENT + CEO

POSITION DESCRIPTION

FLSA Status: Exempt, Full-Time
Date Revised: April, 2024

POSITION SUMMARY: Executive Assistant
Reports to: President + CEO

The Executive Assistant will perform executive-level administrative duties, including handling confidential matters, and manage all governance functions, including the Board of Directors, Executive, and Finance and Audit Committees. With minimal supervision in a fast-paced environment, the ideal candidate must remain flexible, proactive, resourceful and efficient with a high level of professionalism. Strong decision-making ability and attention to detail are equally important. This position calls for excellent interpersonal and communication skills, and experience working with complex calendars. He or she must be team-oriented and have a strong ability to work well with all levels of internal management and staff, as well as outside partners. In addition, the Executive Assistant must maintain a constant awareness of the CEO's priorities and be adaptable to changes in these priorities.

Role Accountabilities

Support of the President and CEO (60%)

- Manage daily workflow and administrative needs of the CEO including scheduling appointments and maintaining calendars, telephone, department and group meetings, files, etc.
- Proactively and professionally screen telephone calls and visitors. Use initiative and independent judgment to respond to requests and provide information and resolve issues, based on the CEO's priorities and instruction.
- Demonstrate good judgment and professionalism while exhibiting flexibility and versatility to provide support.
- Prepare highly confidential reports, correspondence, etc. in a timely manner.
- Proactively ensure CEO is prepared with necessary materials for meetings.
- Other duties as assigned.

Governance (30%)

- Manage logistics and support for Board of Directors as well as other executive-level committees.
- Attend all Board of Directors and Executive Committee meetings, record and file minutes.
- Track, and follow up on the annual conflict of interest disclosure.
- Interact with the Leadership and Senior Leadership teams when needed to ensure governance-related activities are communicated and shared professionally, effectively and in a timely manner.
- Prepare, assemble and distribute all meeting materials related to governance. Take meeting minutes and proactively follow up as needed to ensure committee materials are completed according to scheduled timelines. Meeting set-up and tear-down for internal and external meetings.
- Maintain annual United Way Worldwide reporting requirements in partnership with other leaders in the organization.

Event Planning (5%)

- There are a few small-scale special events that this role will assist in planning, organizing, and attending both during the normal workday and in the evening and/or on the weekend.

Support of the CFO (5%)

- Assist in scheduling meetings and maintaining schedule.

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Required Experience

- 5+ years of experience in a high-level administrative support position and 2+ years of experience working with a Board of Directors/Trustees and/or board appointed committees.
- Advanced computer skills in Microsoft Office (Word, PowerPoint, Excel, Outlook, etc.); database experience required.
- Exceptional interpersonal skills and proven ability to effectively communicate and interact with executives, including the Senior Leadership Team, high-level volunteers (board, committees), and others both internally and externally.
- Ability to be solution-oriented, taking ownership of requests, tailoring solution to the member/situation, be timely in follow-up, and resourceful in information gathering/research.
- Experience scheduling meetings, maintaining calendars and expense reporting.
- Strong problem-solving and follow-up skills; must be proactive, take initiative, and demonstrate ability to anticipate and manage issues.
- Demonstrated ability to listen effectively and solicit information from others.

POSITION COMPETENCIES:

EFFECTIVE COMMUNICATOR

HIGH ATTENTION TO DETAIL; RESULTS ORIENTED

INTEGRITY

CONFIDENTIALITY

COLLABORATION

COMPUTER SKILLS

POSITIVE ATTITUDE/SENSE OF HUMOR

WORKING CONDITIONS

ABILITY TO LIFT UP TO 25 POUNDS

OCCASIONAL LOCAL TRAVEL TO EVENTS WITHIN THE REGIONAL AREA

EXTENDED VIEWING OF COMPUTER MONITOR

MUST HAVE RELIABLE TRANSPORTATION

OCCASIONAL WEEKENDS AND EVENINGS REQUIRED

SOFT SKILLS REQUIREMENTS

- Committed to advancing UWGC’s values, mission, and goals.
- A self-motivated, reliable, innovative, and energetic individual who can successfully manage and prioritize multiple activities and responsibilities.
- An excellent communicator who shares information readily and concisely, and actively listens to differing perspectives and ideas. A team player.

Mental & Physical Demands- ADA Guidelines				
Physical Demands				
Stand	<input type="checkbox"/> Constantly	<input type="checkbox"/> Frequently	<input checked="" type="checkbox"/> Occasionally	<input type="checkbox"/> N/A
Walk	<input type="checkbox"/> Constantly	<input type="checkbox"/> Frequently	<input checked="" type="checkbox"/> Occasionally	<input type="checkbox"/> N/A
Sit	<input type="checkbox"/> Constantly	<input checked="" type="checkbox"/> Frequently	<input type="checkbox"/> Occasionally	<input type="checkbox"/> N/A
Handling / Fingering	<input type="checkbox"/> Constantly	<input checked="" type="checkbox"/> Frequently	<input type="checkbox"/> Occasionally	<input type="checkbox"/> N/A
Reach Outward	<input type="checkbox"/> Constantly	<input type="checkbox"/> Frequently	<input type="checkbox"/> Occasionally	<input type="checkbox"/> N/A
Reach Above Shoulder	<input type="checkbox"/> Constantly	<input type="checkbox"/> Frequently	<input checked="" type="checkbox"/> Occasionally	<input type="checkbox"/> N/A
Climb	<input type="checkbox"/> Constantly	<input type="checkbox"/> Frequently	<input type="checkbox"/> Occasionally	<input checked="" type="checkbox"/> N/A
Crawl	<input type="checkbox"/> Constantly	<input type="checkbox"/> Frequently	<input type="checkbox"/> Occasionally	<input checked="" type="checkbox"/> N/A
Squat or Kneel	<input type="checkbox"/> Constantly	<input type="checkbox"/> Frequently	<input type="checkbox"/> Occasionally	<input checked="" type="checkbox"/> N/A
Bend	<input type="checkbox"/> Constantly	<input type="checkbox"/> Frequently	<input type="checkbox"/> Occasionally	<input checked="" type="checkbox"/> N/A

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Lifting Requirements				
10 pounds or less	<input type="checkbox"/> Constantly	<input checked="" type="checkbox"/> Frequently	<input type="checkbox"/> Occasionally	<input type="checkbox"/> N/A
11 to 20 pounds	<input type="checkbox"/> Constantly	<input type="checkbox"/> Frequently	<input type="checkbox"/> Occasionally	<input checked="" type="checkbox"/> N/A
21 to 50 pounds	<input type="checkbox"/> Constantly	<input type="checkbox"/> Frequently	<input type="checkbox"/> Occasionally	<input checked="" type="checkbox"/> N/A
51 to 100 pounds	<input type="checkbox"/> Constantly	<input type="checkbox"/> Frequently	<input type="checkbox"/> Occasionally	<input checked="" type="checkbox"/> N/A
> than 100 pounds	<input type="checkbox"/> Constantly	<input type="checkbox"/> Frequently	<input type="checkbox"/> Occasionally	<input checked="" type="checkbox"/> N/A
Pushing and Pulling Requirements				
12 pounds or less	<input type="checkbox"/> Constantly	<input type="checkbox"/> Frequently	<input checked="" type="checkbox"/> Occasionally	<input type="checkbox"/> N/A
13 to 25 pounds	<input type="checkbox"/> Constantly	<input type="checkbox"/> Frequently	<input type="checkbox"/> Occasionally	<input checked="" type="checkbox"/> N/A
26 to 40 pounds	<input type="checkbox"/> Constantly	<input type="checkbox"/> Frequently	<input type="checkbox"/> Occasionally	<input checked="" type="checkbox"/> N/A
41 to 100 pounds	<input type="checkbox"/> Constantly	<input type="checkbox"/> Frequently	<input type="checkbox"/> Occasionally	<input checked="" type="checkbox"/> N/A
> than 100 pounds	<input type="checkbox"/> Constantly	<input type="checkbox"/> Frequently	<input type="checkbox"/> Occasionally	<input checked="" type="checkbox"/> N/A
Definitions				
N/A	Not Applicable	Activity is not applicable to this occupation		
O	Occasionally	Occupation requires this activity up to 33% of the time (0 - 2.5+ hrs/day)		
F	Frequently	Occupation requires this activity from 33% - 66% of the time (2.5 - 5.5+ hrs/day)		
C	Constantly	Occupation requires this activity more than 66% of the time (5.5+ hrs/day)		

HOW TO APPLY

Submit your resume and cover letter to talent@unitedwaygc.org

United Way of Greenville County offers competitive compensation based on prior experience and qualifications as well as comprehensive benefits in order to best support our people. Benefits we offer include: health, dental and vision insurance where United Way of Greenville County pays generously towards the cost of these benefits for eligible employees and their families.

United Way of Greenville is an equal opportunity employer and value diversity. All employment is decided on the basis of qualifications, merit and business need.

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