

Executive and Board Administrator

The Executive and Board Administrator provides experienced, high-quality executive support in a one-on-one working relationship, serving as the primary point of contact for internal and external constituents on all matters pertaining to the President/CEO. In addition to anticipating and ensuring appropriate preparation for all President/CEO meetings and other activities, oversight of ongoing and special projects (timeline management, tracking, and adherence to and alignment with established goals and deadlines) is essential. The position also serves as a liaison to the board of trustees and manages all of its meetings, agendas, activities, records, and materials. The work requires good judgment across a variety of responsibilities (at times under pressure and in dynamic situations) and with diverse constituents, demonstrated ability to professionally handle confidential information, a high level of self-direction and follow-through, and exceptional written and verbal communication skills. Remaining available time will be designated to a variety of additional administrative responsibilities.

Warren Village practices and measures diversity, equity, inclusion and culture competency as a core expectation for all positions.

Essential Functions and Responsibilities:

- Supports the President/CEO:
 - Acts as a gateway facilitator of executive time/availability
 - Proactively manages an electronic calendar of appointments for internal and external meetings, including planning and coordinating scheduling and ensuring both time and appointments are respected
 - Completes expense and mileage reports
 - Manages correspondence, including reading and screening incoming emails and other materials, making a preliminary assessment and prioritization, organizing documents, and responding directly or forwarding to others as appropriate
 - Composes correspondence, including drafting and synthesizing content, as appropriate or requested
 - Manages voicemail inboxes and responds or forwards as appropriate
 - Anticipates and compiles needed materials for meetings, often requiring coordinating with the Development department and others to furnish accurate and high-quality information
 - Provides a bridge for smooth communication between CEO and internal departments and external stakeholders; communicates directly and on behalf of the CEO as needed; and assesses priorities and competing needs in support of time allocation and decision-making
 - Works effectively with the CEO to keep them well informed of upcoming commitments and responsibilities, following up appropriately
 - Develops deep contextual knowledge of all people and projects flowing around the President/CEO in order to best anticipate needed actions and prioritizations
 - Takes notes during meetings as needed and proactively performs follow-up (i.e., scheduling next steps for the President/CEO and others, creating and filing records, etc.)
 - Tracks deadlines, manages internal and external tasking, and communicates as needed for projects that flow through/near the President/CEO to ensure alignment with organizational, CEO, and Board initiatives and strategic goals and to ensure projects are followed through from conception to completion
 - Prioritizes conflicting needs, handling matters expeditiously, proactively, and often under deadline

- Acts as liaison between the President/CEO and external project developers (e.g., WVIII)
 - Plans and supports staff meetings (creates agenda with leadership input, maintains calendar invites, handles staff recognition items, creates team building activities, coordinates logistics for in-person sessions including ordering & delivery of food/drinks, setup as needed, clean up as needed, etc.)
 - Manages Leadership Team (and other ad hoc management-related) meetings, events, and retreats (scheduling, agendas, minutes, task tracking ongoing, logistics equivalent to the staff meetings, etc.)
 - Researches, prioritizes, and follows up on incoming issues and concerns addressed to the CEO, including those of a sensitive or confidential nature, determining appropriate action, forwarding, or response
 - Acts as a workplace “barometer,” having a sense for issues that arise among the staff and informing the appropriate members of leadership
 - Works with the Data & Policy Analyst as needed to support CEO engagement with strategic framework, research and policy advocacy
- Supports the Board of Trustees:
 - Acts as the organization’s primary liaison between trustees and staff
 - Leads collaborative scheduling and coordinating of all board and board committee meetings and events
 - **Prepares agenda and compiles and all meeting materials, often in cooperation with other staff**
 - Attends and supports all board and board committee meetings, handling:
 - Room set-up
 - Technology trouble-shooting
 - Taking attendance
 - Recording meeting minutes
 - Guidance regarding board meeting procedures
 - Other responsibilities as needed
 - Keeps accurate and organized records of board-related information and activities
 - Updates and maintains all board member lists, contact information, and committee rosters
 - Facilitates onboarding new board members with CEO and Governance Committee chair
 - Coordinates new board member orientations and annual board retreats
 - Maintains discretion and confidentiality in relationships with all board members
 - Maintains the board online portal (routinely reviewing content, updating, and uploading new content)
 - Provide coordination and support to ancillary board entities (eg, junior board, advisory board)
 - Identifies and carries out staff morale building activities for Warren Village at the CEO’s direction, including (but not limited to) staff lunches, annual picnic, awards, and celebrations
 - Creates and manages a cohesive, organized electronic filing system for all agency materials and records and all other files pertinent to the President/CEO, utilizing a shared drive system
 - Drafts, edits, and finalizes written materials with input from multiple reviewers
 - Uses existing templates to craft PowerPoint presentations
 - Provides administrative support to department leaders, as needed and feasible

Other duties as assigned.

Minimum Qualifications:

- Bachelor's degree from a four year college or university in a Human Services or related field (*Education substitute: 2 years of related experience for one year of education*)
- 5 years' experience in an Executive Administrative Assistance/support role reporting directly to a senior management position
- 5 years' experience in project management, task tracking, and schedule enforcement

Preferred education and/or experience:

- Prior experience working in a non-profit environment
- Demonstrated strong trouble-shooting and problem-solving skills

Salary & Benefits: \$58,000 - \$70,000. This is a full time, year-round position with an attractive benefit package including medical, dental, and vision insurance as well as paid time off, flexible spending accounts, employer contributions towards Health Savings Account, company paid Life and LTD, paid parental and family leave, voluntary STD insurance, a child care discount in our fully accredited Early Learning Center, and a matching 403(b) retirement plan. Salary is commensurate with experience and educational credentials. Occasionally remote work.

To Apply: Interested candidates should submit the following items (as separate PDF attachments) to careers@warrenvillage.org, Subject line: Executive and Board Administrator

- Resume
- Cover Letter – specifically explaining why you would like to work in the non-profit sector.