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Assistant to the President

A job description for the Assistant to the President

# General Description of Position

Reporting directly to the President and CEO, the Assistant provides executive support in a one-on-one working relationship. The Assistant serves as the primary point of contact for internal and external constituencies on all matters pertaining to the Office of the President. The Assistant also serves as a liaison to the board of directors and oversees special projects.

The ideal individual will have the ability to exercise good judgment in a variety of situations, with strong written and verbal communication, administrative, and organizational skills, and the ability to maintain a realistic balance among multiple priorities. The Assistant will have the ability to work independently on projects, from conception to completion, and must be able to work under pressure at times to handle a wide variety of activities and confidential matters with discretion.

# Summary of Responsibilities and Objectives

## Assistant to the President Responsibilities

* Completes a broad variety of administrative tasks for the President & CEO including: managing an extremely active calendar; composing and preparing correspondence that is sometimes confidential; arranging complex and detailed travel plans, itineraries, and agendas; and compiling documents for travel-related meetings as needed.
* Plans, coordinates and ensures the CEO's schedule is followed and respected. Provides "gatekeeper" and "gateway" role, creating win-win situations for direct access to the CEO's time.
* Communicates directly, and on behalf of the President and CEO, with Board members, donors, staff, and others.
* Provides a bridge for smooth communication between the President's office and internal departments; demonstrating leadership to maintain credibility, trust and support with senior staff.
* Works closely and effectively with the CEO to keep him/her well informed of upcoming commitments and responsibilities, following up appropriately. Acts as a "barometer," having a sense for the issues taking place in the environment and keeping the President updated.
* Serves as the President's administrative liaison to the board of directors.
* Maintains discretion and confidentiality in relationships with all board members.
* Adheres to applicable rules and regulations in bylaws regarding board and board committee matters, including advance distribution of materials before meetings in electronic/paper format.
* Maintains records of the Board of Directors and Board of Trustees, including minutes, by-laws, member bios and board commitment forms. Senior Management Liaison
* Maintain key information for the President on a general organization calendar in Outlook, and keep the President informed of general organization calendar items.
* Manage the President’s corporate email account, incoming office calls, and incoming/outgoing mail
* Assists in coordinating the agenda of meetings, takes notes at each meeting, and provides recap of action items

**Qualifications**

* Strong organizational skills that reflect ability to perform and prioritize multiple tasks with excellent attention to detail
* Very strong interpersonal skills and the ability to build relationships with stakeholders, including staff, board members, external partners and donors
* Strong written and verbal communication skills
* Demonstrated proactive approaches to problem-solving with strong decision-making capability
* Emotional maturity
* Highly resourceful team-player, with the ability to also be extremely effective independently
* Proven ability to handle confidential information with discretion
* Adaptability to competing demands
* Forward looking thinker, who actively seeks opportunities and proposes solutions

**Education and Experience Requirements**

* Bachelor's degree required
* Strong work tenure: experience supporting executives, preferably in a non-profit organization
* Experience and interest in internal and external communications and fundraising.
* Proficient in Microsoft Office (Outlook, Word, Excel, and Power Point) and CRM systems.