

ROLE DESCRIPTION

Position Title: Executive Assistant	
Reports to: President & CEO	
Location: Pikes Peak United Way - Main Office	Division: Administration
Classification: Full Time; Non-Exempt	Supervises: N/A
<p>General Functions: The primary role is to support the CEO across her responsibilities by adapting to the specific needs of the Executive as a customer. The executive assistant must understand the responsibilities, needs and priorities of the CEO in order to create the time and space needed for the CEO to focus on the most strategically critical demands of her position. Responsibilities also include business contacts, calendar, meetings, travel and special projects. The executive assistant interacts with members of PPUW staff, Board members, staff from United Way network organizations, and other key constituents. Overall, the executive assistant must exercise a high level of judgment, work independently in a fast-paced environment with changing priorities, draw from experience to perform advanced support and maintain a high level of confidentiality. A wide degree of creativity and latitude is expected.</p>	

CORE COMPETENCIES for ALL UNITED WAY PROFESSIONALS:

- **Mission Focused** – top priority is to create real social change that leads to better lives and healthier communities.
- **Relationship Oriented** – understands that people come before process and is astute in cultivating and managing relationships toward a common goal.
- **Collaborator** – understands the roles and contributions of all sectors of the community and can mobilize resources (financial and human) through meaningful engagement.
- **Results-Driven** – dedicated to shared and measurable goals for the common good; creating, resourcing, scaling, and leveraging strategies and innovations for broad investment and impact.
- **Brand Steward** – understands his/her role in growing and protecting the reputation and results of the greater network.

ESSENTIAL FUNCTIONS

- Work with the CEO to prioritize her agenda and focus on the most important issues and opportunities.
- Strategically manage the CEO’s time and calendar by exercising discretion and decision-making while sorting and filtering requests for the Executive’s time while ensuring strategic priorities are met in a timely manner. Keep the CEO on schedule by providing prompts.
- Responding to routine questions and requests and refers higher level managerial requests to the Executives and/or directors, as appropriate;
- Performing special projects as directed by the CEO, including the review, research, summarization or analysis of information, special events, other;
- Working with the CEO to strategize and manage a portfolio of relationships including scheduling of meetings and relationship management tactics such as thank you notes;
- Managing the CEO’s portfolio of goals and objectives example: videos, blogging, other;
- Work with the CEO on all meeting planning, preparation and coordination, including logistics, materials etc. Working with the CEO to identify and schedule strategic presentations.
- Attend key meetings with the CEO with the purpose of ensuring follow-up and execution on identified next steps.
- Oversee, coordinate, assist with such routine administrative duties as; receiving telephone calls and correspondence (including emails) and flagging them as appropriate; coordinating the CEO travel program and itineraries; preparing the CEO expense reports;
- Composing non-routine and routine correspondence; preparing and proofreading letters, memos and other documents using proper grammar, spelling and punctuation; compiling and organizing data for special reports; and sending correspondence on behalf of CEO using CEO’s ‘voice.’
- Prepare all board agendas which includes collecting board reports from senior team. Coordinate all board meetings including set up and agenda.
- Selects menu for all board lunch meetings – cleans and sets room for board meeting. Keeps track of name plates for board meetings changing and adding as needed
- Assembles board packets for all board meetings
- In charge of minutes at all board meetings and others at CEO’s direction. Provides completed minutes for following meeting board packet.
- Enters all CEO meeting info into Andar system
- Will take on cleaning duties for admin during admin cleaning week – emptying trash, cleaning kitchen and bathroom
- Filing as needed
- Fill in at front desk as needed – could be three to four times per week

JOB QUALIFICATIONS:

- Excellent telephone skills
- Excellent writer

- Strong work ethic with emphasis on integrity and accountability
- Excellent interpersonal, leadership, organizational and communication skills
- Reliability to complete required tasks in a prompt, effective and efficient manner
- Strong computer and analytical skills; previous donor database experience helpful
- Professional demeanor and appearance
- Previous fundraising or sales experience a plus

ENVIROMENTAL FACTORS:

Physical demands of the position include the ability to talk and hear, prolonged sitting and/or standing, occasional lifting up to 50 pounds, and regular use of computer and telephone. The position involves frequent and routine public contact and travel to outside meetings and events. Reliable transportation, valid driver's license and verifiable automobile insurance are required. Occasional evening and weekend hours are expected.

To Apply please submit Resume to Kim@ppunitedway.org