



## **JOB DESCRIPTION**

### Executive Assistant

#### **I. Objectives:**

The Executive Assistant is responsible for providing high-level administrative support to the Children's HeartLink (CHL) President. This position will also provide administrative support to the CHL Board of Directors, and its committees, as well as the International Advisory Board. The Executive Assistant also provides service/support to the CHL executive leadership team.

#### **II. Supervision:**

This position reports directly to the President. The Executive Assistant does not manage any permanent positions.

#### **III. Responsibilities:**

##### **A. Administrative Support to the President**

- Schedule prospect, donor and business meetings for the President.
- Assist callers and visitors to CHL.
- Coordinate meeting materials, room reservations, AV and conference call equipment, and catering needs.
- Draft and/or proof communications, correspondence and presentations for the President.
- Create and maintain systems and procedures to ensure effective implementation of the President's directives.
- Provide administrative support to the executive leadership team, including, but not limited to, coordinating meetings, making travel arrangements, processing expense reports, invoices and other financial documents.
- Document contacts between the President and constituents in donor database.
- Other duties as assigned.

##### **B. Board of Director (Board) Relations**

Work closely with the President to:

- Plan meeting logistics, prepare agendas and disseminate Board materials, track attendance and prepare meetings for quarterly Board of Directors (Board) and Executive Committee meetings and all Board committee meetings.
- Record minutes for Board meetings with President and/or Board Chair or Secretary/Treasurer for Board, Executive Committee, and Leadership and Governance Committee meetings.
- Record minutes for all other Board committee meetings.
- Maintain rosters and contact lists.
- Prepare and maintain reports and other historical and biological information.
- Remain up to date on bylaws and governance procedures.
- Prepare and coordinate New Board Member Orientation books, prepare itinerary and schedule orientations with Board members and staff.
- Other duties as assigned.

C. International Advisory Board (IAB)

Work closely with the President to:

- Plan meeting logistics, prepare agendas, and disseminate IAB materials, track attendance and prepare meetings for quarterly calls.
- Coordinate and execute details related to annual meeting.
- Maintain roster of members and keep meeting minutes.
- Other duties as assigned.

D. Office Management

- Facility management (including any issues with heating/air conditioning, plumbing, telephones, network, appliances, etc.), including development of office procedures and protocol (including mail, telephones, office supplies).
- Maintain supplies (general office, kitchen, bathrooms, cleaning, etc.).
- Maintain CHL calendar, including staff vacations, events and key meetings (e.g., all staff meetings).
- Assist the President and executive leadership team in development of monthly all-staff meetings and retreats, and other internal administrative communications.
- Other duties as assigned.

E. Donor Acknowledgment

- Collect donations received by Children's HeartLink via mail or online. Enter gifts into the database for tracking and reporting purposes. Ensure that gifts received reconcile with bank deposits.
- Communicate with donors effectively via email or phone if needed to gather information needed to process donations.
- Analyze gifts to determine appropriate campaigns, funds, appeals for each gift to be processed
- Prepare, run and distribute monthly cash reports.
- Produce gift receipt and individualized acknowledgment letters for all gifts received, in a timely and accurate fashion.
- Update and maintain the Charities Review Council and Charity Navigator profiles for Children's HeartLink
- Other duties as assigned.

F. Donor Appeals

- Execute donor appeals process (year-end, fiscal year-end, and any interim appeals).
- Collaborate with the Director of Leadership Giving, as needed to manage compliance with State charitable registration authorities.
- Other duties as assigned.

**IV. General Office Responsibilities**

- A. Attend and participate in staff meetings, retreats and special sessions.
- C. Attend Children's HeartLink events as assigned by supervisor.
- D. Participate in annual performance review.
- E. Ability and willingness to become familiar with software tools.
- F. Read relevant materials to remain up to date.

**V. Required Experience and Skills**

- A. Bachelor's degree or equivalent experience.
- B. Minimum of five years executive level administrative support experience.
- C. Excellent verbal and written communication and interpersonal skills.

- D. Strong attention to detail and accuracy, maintaining confidentiality with donor and revenue data.
- E. Stellar organizational and problem solving skills.
- F. Advanced skills in Microsoft Office, including Word, Excel and PowerPoint.
- G. Ability to work with others as a team and in support of a positive work culture.
- H. Ability to deal with ambiguity and changing priorities.

Please submit your application to:

Kate Grzywacz at [kate@childrensheartlink.org](mailto:kate@childrensheartlink.org)

Thank you!