



## **Junior Achievement of South Florida - Executive Assistant to the CEO**

### **Position Description:**

The Executive Assistant to the CEO position is a critically important role. It is a highly strategic and facilitative position that enables the CEO to work most effectively with internal and external stakeholders and fulfill her commitments to JA of South Florida donors, partners, Board of Directors and team. The Executive Assistant to the CEO's role is to make sure the CEO's time is leveraged most effectively and may mean querying and professionally pushing back on senior executives and other staff members to deliver the necessary information required by the CEO. This will require focus, flexibility, assertiveness, tact and diplomacy. This position will play an active role behind-the-scenes and will also interact directly with partners, donors, board of directors and staff. As the CEO's 'trusted counsel', the role requires a highly resourceful individual with strong emotional intelligence, self-motivation, and strong analytical and communication skills.

### **Essential Duties and Responsibilities:**

- Initiate, schedule and confirm CEO meetings – invite participants, make sure CEO is well-prepared, provide meeting materials to invitees, make sure meeting objectives can be met. Work with staff to ensure any special logistical needs are communicated and handled for on-site meetings. Manage the number of meetings in a day/week so that CEO has work and planning time. Allow ample travel time to and from meetings to allow CEO to arrive on time.
- Preparation for CEO's meetings – this will require gathering, organizing and producing presentations of information that CEO may require for meetings with donors, partners, community leaders, government officials, board members, etc. It will include arranging travel when necessary.
- Follow-up on CEO meetings – de-brief with CEO after each meeting to determine any follow-up actions, prepare documents required for follow-up, prepare sponsor proposals, schedule follow-up meetings, etc.
- Coordination/orchestration of projects or commitments – assisting CEO with projects, presentations, plans and other commitments. Work with both external contacts and internal staff to gather data, information, etc. Executive Assistant to the CEO would need to understand the breadth of the projects within the CEO's purview. The CEO and the Executive Assistant to the CEO would agree on the schedule of projects requiring Executive Assistant to the CEO involvement.
- Independent leadership of special CEO projects – these projects may include research, business plans, budgeting, work plans, etc.
- Development of draft communications on behalf of the CEO – these communications include weekly board reports, press releases, editorials, quarterly letters to donors, speeches for engagements with external audiences. In addition to the drafting of key communications, the Executive Assistant to the CEO should also be able to represent the CEO in internal meetings to help drive understanding of her views and external meetings to represent the organization and bring back information and opportunities.

- Internal management of Board of Directors – schedule and prepare for new board member orientations, manage board/committee meeting invites and reminders. Prepare draft agendas, attend meetings and prepare minutes, assist board members with special requests/needs in the absence of the CEO, manage board accountability reports, etc.
- Assist with CEO stewardship activities – using BCRM (Blackbaud constituent management system) determine and manage CEO’s stewardship activities with donors, partners, board members and staff, which includes notes, calls, gifts, breakfasts/lunches, etc.
- Support the executive team’s communications with the CEO - The Executive Assistant to the CEO will help facilitate decisions the staff need receiving feedback on from the CEO. S/he will support the needs of the staff in their ability to raise critical issues with the CEO.

**Knowledge, skills, and abilities:**

- Highly-developed communications skills (written/verbal)
- Interpersonal savvy to deal with high level donors and other external contacts
- Highly organized
- Results/action-oriented
- Strong project management skills
- Organizational and political agility
- Unquestionable personal code of ethics, integrity, diversity and trust
- Able to successfully navigate within varying degrees of ambiguity in a fast-paced environment
- Self starter; ability to anticipate next steps; proactively take actions necessary to produce results.
- Ability to multi-task; ability to take responsibility for a diverse number of projects and to complete them in a timely manner with limited supervision.
- Strong strategic, research and analysis skills
- Sees big picture vision
- Resourceful; creative problem solver
- Willing to make strategic decisions when necessary
- Build trust internally and externally and project a professional image.
- Passion for JASF’s mission and willingness to learn programs
- Discreet, ability to maintain confidences

**Qualifications:**

- Bachelor’s degree required
- Minimum of 5 years similar work experience required
- Applicable/transferable experience: private sector roles in law, business strategy or consulting;
- campaign/elected official aids/strategists.
- Experience with Blackbaud CRM software a plus

**Organizational Relationships:**

- CEO
- Staff
- Board and Advisory Council
- Donors

- Partners
- Community Leaders
- Elected officials
- Non-Profit CEO's
- Vendors
- Financial Institution Representatives

**Compensation and Schedule:**

- This is a salaried position with a compensation package that includes generous Paid Time Off, medical benefits fully paid for the employee and additional workplace benefits
- Regular work hours are 8:30am – 5pm (minimum 40-hour work week), however fulfilling responsibilities and meeting goals may require additional hours.
- This position requires the Manager to work from administrative offices at JA World.
- Occasional special event support will be required on some weeknights, weekends, and holidays.

**Physical Requirements:**

The physical demands described are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is frequently required to: sit, walk, occasionally required to reach with hands and arms, continually required to talk or hear, occasionally required to bend, lift, or climb, frequently required to lift and carry light weights (25-50 pounds), and specific vision abilities include: close vision, distance vision, and ability to adjust or focus.

**About Junior Achievement of South Florida:**

Junior Achievement of South Florida (JA) inspires and prepares youth to succeed in a global economy. JA provides real-world training in financial literacy including budgeting, spending, investing and the use of credit; offers cutting-edge skill-building opportunities that enable young people to explore meaningful, productive careers; teaches students how to start businesses; and introduces entrepreneurial values that strengthen workplaces. Last year, with the help of over 7,000 trained corporate and community volunteers, JA delivered twenty-plus various programs to almost 50,000 students in classrooms throughout Broward and south Palm Beach Counties.

For more information, please visit [www.jasouthflorida.org](http://www.jasouthflorida.org)

To apply, please send your cover letter and resume to [Monica@jasouthflorida.org](mailto:Monica@jasouthflorida.org) with the subject line of “Executive Asst.”

**About Strategic Philanthropy:**

Strategic Philanthropy, Inc. a south Florida based company, was founded on the belief that effective corporate giving can be so much more than simply writing a check to charities and nonprofits who ask for your help or involvement. It is our belief that when a company aligns its charitable giving with a strategic approach and measurable outcomes, the power of giving enhances a company's brand, image and strengthens the relationships and partnerships within the community.

In short, Strategic Philanthropy gets hired by companies to give away their money to nonprofits that meet a company's business goals and objectives. As you can imagine, we have many relationships with the nonprofits in our community. We value all of the programs and services they have to offer and work with them to help promote positions that are available within their organization so that they may find the best talent possible.

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