



Job Description

Job Title: Executive Assistant – Marketing and Communication & Donor Engagement

Department: Marketing and Communication & Donor Engagement

Supervisors:

SVP, Marketing and Communication

SVP, Corporate and Donor Relations

FLSA Status: Full Time, Exempt

Salary Level: 15

Approved Date: January 1, 2019

Summary:

Provide high-level administrative support to allow the Senior Vice Presidents of Marketing and Communication and Donor Engagement to focus effectively on the leadership of their departments. Provide liaison between the Senior Vice Presidents and department directors, volunteer committees and community stakeholders. Performs varied administrative duties for the Senior Vice Presidents and their departments. Provide excellent interpersonal skills and the ability to work well with outside constituents, key volunteers and internal stakeholders. Works as an integral member of both departments by handling information requests, event requests, Women United meeting requests and processes. Perform administrative functions such as preparing correspondence, receiving visitors, arranging conference calls, scheduling meetings and taking minutes.

Qualifications: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Essential Duties and Responsibilities: include the following.

General:

- Completes projects and special assignments for the Vice Presidents
- Provides support to both teams by managing and maintaining schedules, appointments and travel arrangements
- Track time off requests for department, complete and process time sheets and expense reports
- Works with SVPs to develop and monitor departmental budgets
- Arrange and coordinate internal and external meetings and events including cabinet and committee meetings with responsibility for meeting materials, set up and minutes
- Demonstrated ability to multi-task and to thrive in a fast-paced environment
- Strong communication and customer support skills
- Attention to detail and superior organizational skills
- Computer fluency with word processing, spreadsheet and database applications
- Excellent interpersonal skills
- High level of professionalism, confidentiality and capacity to work independently
- Driving is an essential function of this position.

Marketing and Communications:

- Assist SVP – Marketing and Communications with the Women United/TWIA affinity groups for steering committee meetings, events, requests, etc.
- Assist MarCom department with tracking RSVPs for events.

- Assist with mailings when needed.
- Provide assistance for events if needed.

Donor Engagement:

- Design and create reports from Andar CRM system and work with Directors of Corporate Relations
- Assist SVPs and Senior Directors with coordination of multiple engagements and events through Donor Engagement acquisition, retention and expansion strategies
- Create and document processes to assist in organization, improvement and systematic tracking of department work and strategic planning

Marginal Duties and Responsibilities:

- Review monthly departmental budget reports. Review departmental invoices and purchase orders for approval.
- Responsible for ordering all supplies for department staff/needs, meetings and events.
- Prepare invoices, reports, memos, letters, financial statements and other documents, using word processing, spreadsheet, database, or presentation software.
- Receive and interact with incoming visitors, represent both departments in a positive and professional way.
- Open, sort, and distribute incoming correspondence, including faxes and e-mail.
- Compose and type routine and confidential correspondence. Verify reports and correspondence for accuracy with respect to information provided, punctuation, grammar, spelling and layout.
- Other duties as assigned.

Supervisory Responsibilities:

This job has no supervisory responsibility.

Education and/or Experience:

Bachelor's degree from four-year College or university; and minimum five years related experience and/or training.

Certificates, Licenses, Registrations:

None

Complexity of Duties:

A wide variety of duties requiring a general knowledge of related organization policies and procedures and their application to cases not previously covered.

Supervision Received:

Under general direction, works from policies and general objectives with little functional guidance. Rarely refers specific cases to supervisor unless clarification or interpretation of organization policies is involved.

Language Skills:

English proficiency sufficient for communication with supervisors, co-workers, clients and customers. Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

Mathematical Skills:

Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to apply concepts of basic algebra and geometry.

Reasoning Ability:

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

Computer Skills:

To perform this job successfully, an individual should have knowledge of MS PowerPoint Design software; MS Excel Spreadsheet software and MS Word Processing software.

Other Qualifications:

Must pass all applicable background checks. Must possess a valid driver's license from the state in which you reside. Must be approved to drive for UWM business.

Physical Demands: The physical demands described here 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 regularly required to sit; use hands to finger, handle, or feel; reach with hands and arms and talk or hear. The employee is frequently required to walk and stoop, kneel, crouch, or crawl. The employee is occasionally required to stand. The employee must occasionally lift and/or move up to 10 pounds.

Work Environment: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate.