



Organization: United Way of the Midlands
Job Title: Senior Executive Assistant to the President/CEO
Supervisor: President/CEO
FLSA Status: Full Time, Exempt
Location: Omaha, NE

UWM's Mission: To UNITE our community's CARING SPIRIT to build a STRONGER tomorrow.

UWM Guiding Principles:

- Build **TRUST** in everything we do
- Extend **GRACE** by thinking beyond yourself
- Show **GRIT** by bringing it every day
- Be **OPEN** to embrace others' differences
- Actively **ENGAGE** by listening and sharing
- Live **CURIOSLY** to learn constantly

As an organization that has been around for nearly 100 years, United Way of the Midlands (UWM) has served the Omaha-Council Bluffs metro by bridging the business and not-for-profit sectors to create a Circle of Support that helps our neighbors overcome difficult challenges and start building a better future. UWM's funded programs and direct services address social and economic disparities and meet families' essential needs such as healthy food, safe and stable housing, physical and mental health services, career preparation and job training. We are also diligently working to learn more about the experiences of different communities and to strive for inclusivity and equity so individuals and families can lead the best lives possible.

The Senior Executive Assistant to the President/CEO provides a high level of administrative support to enable President/CEO to focus effectively on the leadership of the organization, acts as a liaison between the President/CEO, key executives, board of directors, lead volunteers, major donors and employees. Performs varied administrative duties for President/CEO and Chief Operating Officer (COO). Provides excellent interpersonal skills and the ability to work well with outside donors and community leaders.

Duties and Responsibilities:

- Completes projects and special assignments for the President/CEO.
- Provides support as needed to the Board of Directors and Executive Board Committee including scheduling, managing materials prior to board meetings, attend meetings and take minutes, and help set up room.
- Plans, coordinates and ensures the CEO's schedule is followed and respected. Provides "gatekeeper" role, creating win-win situations for direct access to the CEO's time and office.
- Communicates directly, and on behalf of the President and CEO, with Board members, donors, and others, on matters related to CEO's programmatic initiatives.
- Researches, prioritizes, and follows up on incoming issues and concerns addressed to the President, including those of a sensitive or confidential nature. Determines appropriate course of action, referral, or response.

- Provides a bridge for smooth communication between the President's office and internal departments; demonstrating leadership to maintain credibility, trust and support with senior management.
- Works closely and effectively with the CEO to keep them well informed of upcoming commitments and responsibilities, following up appropriately.
- Provides leadership and direction to other Executive Assistants within the organization. Coordinates the efforts of these parties in effectively running the executive office, training staffers on internal processes and systems and ensuring that all necessary functions are appropriately covered.
- Provides support as needed to the 211 Board Committee including scheduling, managing materials and takes minutes.
- Must act as an integral strategic partner with President/CEO and other senior executives to ensure efficient operations.
- Manages an extremely active calendar for President/CEO.
- Completes expense reports.
- Represents United Way of the Midlands in the Omaha Chapter of Executive Women International.
- Networks to develop professional relationship with administrators of community leaders.
- Provides review of marketing/communication materials.
- Other duties as assigned.

Required Skills and Abilities:

- High level of professionalism and confidentiality.
- Works well under pressure.
- Must be able to work occasional nights and weekends as needed.
- Strong organizational, interpersonal, and communication skills (written and verbal)
- Excellent team and project management skills
- Must demonstrate UWM's Core Values in all internal and external interactions
- Must be a great teammate that cares deeply about the overall success of UWM
- Excellent time management and attention to detail skill
- English proficiency sufficient for communication with supervisor, co-workers, clients and customers.
- Ability to write routine reports and correspondence.
- Knowledge of MS PowerPoint Design software; MS Excel Spreadsheet software and MS Word Processing software and Outlook software.
- Demonstrated ability to multi-task and to thrive in a fast-paced environment
- Excellent interpersonal skills
- Driving is an essential function of this position.

Education and/or Experience:

- Bachelor's degree from four-year college or University
- 8-10 years related experience supporting c-suite executives

Supervisory Responsibilities:

- This position supervises the Front Desk Coordinator. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

Physical Requirements:

- Prolonged periods of sitting at a desk and working on a computer.
- Regularly reach with hands and arms and talk or hear.
- Occasionally required to walk; climb or balance and stoop, kneel, crouch, or crawl.
- Must occasionally lift and/or move up to 20 pounds.
- 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.

Benefits:

- Shared health, dental and vision insurance
- Generous 401(k) Retirement plan
- Paid vacation and sick time
- Employer paid life and disability insurance
- Professional development assistance
- Tuition reimbursement
- Onsite cafeteria and gym

How to Apply:

Please submit your cover letter and resume to resume@UWMidlands.org

United Way of the Midlands is an equal opportunity employer, and all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, disability status, protected veteran status or any other characteristic protected by law.