

JOB DESCRIPTION

Executive Assistant



Title: Executive Assistant

Reports to: Executive Director

Job Location: Cleveland office

Benefits: Health, Dental, Vision and Retirement

Organization

Kinnect is a private non-profit that was founded in 2005. Kinnect believes that childhood is a fundamental right, and that every day in foster care is a day in crisis. We envision a world where families, agencies, resources work together to ensure children are loved and nurtured in a permanent chosen family. Kinnect's mission to achieve this is to develop partnerships that transform beliefs, values, and actions to achieve permanency for all children in the shortest time possible.

Position Description

Reporting directly to the Executive Director, the Executive Assistant provides executive support in a one-on-one working relationship. The Executive Assistant serves as the primary point of contact for internal and external constituencies on all matters pertaining to the leadership efforts of Kinnect. The Executive Assistant also serves as a liaison to the board of directors and senior management teams; organizes and coordinates executive outreach and external relations efforts; and oversees special projects. The Executive Assistant must be creative and enjoy working within a small, entrepreneurial environment that is purpose-driven, results-driven and collaborative in nature. The ideal individual will have the ability to exercise good judgment in a variety of situations, with strong written and verbal communication, administrative, and organizational skills, and the ability to maintain a realistic balance among multiple priorities. The Executive Assistant will have the ability to work independently on projects, from conception to completion, and must be able to work under pressure at times to handle a wide variety of activities and confidential matters with discretion.

Minimum Requirements

Education: Bachelor's Degree preferred.

Essential Functions

- Completes a broad variety of administrative tasks for the Executive Director (ED); managing an extremely active calendar of appointments; completing expense reports; composing and preparing correspondence that is sometimes confidential; arranging complex and detailed travel plans, itineraries, and agendas; and compiling documents for travel-related meetings
- Plans, coordinates and ensures the Executive Director's schedule is followed and respected
- Provides "gatekeeper" and "gateway" role, creating win-win situations for direct access to the ED
- Communicates directly, and on behalf of the ED, with Board members, donors, staff, and others, on matters related to ED's programmatic initiatives
- Provides a bridge for smooth communication between the ED's office and internal departments; demonstrating leadership to maintain credibility, trust and support with senior management staff
- Successfully completes critical aspects of deliverables with a hands-on approach, including drafting acknowledgement letters, personal correspondence, and other tasks that facilitate the ED's ability to effectively lead the company
- Prioritizes conflicting needs; handles matters expeditiously, proactively, and follows-through on projects to successful completion, often with deadline pressures
- Serves as the ED's administrative liaison to the board of directors
- Maintains discretion and confidentiality in relationships with all board members and staff issues
- Adhere to compliance with applicable rules and regulations set in bylaws regarding board and board committee matters, including advanced distribution of materials before meetings in electronic/paper format

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Preferred Skills/Qualifications:

- Strong organizational skills that reflect ability to perform and prioritize multiple tasks seamlessly with excellent attention to detail
- Very strong interpersonal skills and the ability to build relationships with stakeholders, including staff, board members, external partners and donors
- Expert level written and verbal communication skills
- Demonstrated proactive approaches to problem-solving with strong decision-making capability
- Highly resourceful team-player, with the ability to also be extremely effective independently
- Proven ability to handle confidential information with discretion, be adaptable to various competing demands, and demonstrate the highest level of customer/client service and response
- Demonstrated ability to achieve high performance goals and meet deadlines
- Previous experience in an executive secretary or administrative role
- Forward looking thinker, who actively seeks opportunities and proposes solutions
- Must be able to pass a background check

Additional skills/competencies necessary:

- **Teaming:** Ability to motivate and inspire a team. Must show a commitment to establishing and maintaining vision in a fast-paced fluid environment and to help team members to understand their role in helping to accomplish the vision.
- **Initiative:** Measure self against a standard of excellence. Undertake self-development activities and learn new skills, seek increased responsibilities and ask for and offer help when needed. Demonstrate the ability to work independently and harmoniously with a variety of personalities and leadership styles.
- **Communication Skills:** Clearly and persuasively communicate, including public speaking; listen and seek clarifications; participate in meetings; write clearly and informatively.
- **Integrity:** Work well in a rapidly changing environment; treat others with respect and consideration; accept responsibility for own actions. Understand business implications of decisions, align work with strategic goals, complete administrative tasks and develop strategies to achieve organizational goals.
- **Flexibility:** Able to multitask in a changing work environment. Handle competing demands and unexpected events. Willingness to change approach to best fit the situation.
- **Dependability:** Follows instructions, takes responsibility for own actions; keeps commitments.

Working Conditions

- This position occasionally requires long hours and occasional weekend work.
- This job generally operates in a professional office environment. This role routinely uses standard office equipment such as computers, phones, photocopiers, filing cabinets, etc.

DISCLAIMER: The above statements are intended to describe the general nature and level of work being performed by employees assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of employees assigned to this position.

All employment decisions at Kinnect are based on business needs, job requirements and individual qualifications, without regard to race, color, religion or belief, national, social or ethnic origin, sex (including pregnancy), age, size, physical, mental or sensory disability, HIV Status, sexual orientation, gender identity and/or expression, marital, civil union or domestic partnership status, past or present military service, family medical history or genetic information, family or parental status, or any other status protected by the laws or regulations in the locations where we operate.

Please send cover letter with salary requirements and resume to hr@kinnectohio.org. Include the position title in the subject line.