

**POSITION DESCRIPTION**

<b>Title:</b> Executive Assistant	<b>Hours:</b> Full-time (37.5 hours per week)
<b>Classification:</b> Non-Exempt	<b>Salary Grade:</b> 9
<b>Supporting Organization:</b> Northside Funders Group	<b>Created On:</b> 10/1/17
<b>Reports to:</b> Executive Director, Northside Funders Group	<b>Last Revision Date:</b> 10/8/17

**OVERVIEW OF THE POSITION**

Northside Funders Group (NFG) Executive Assistant is a full-time position, supporting the effective operation of NFG by providing high-level administrative support and executive office coordination to the Executive Director, Members and partners. The assistant provides high-level support and coordination for multiple committees and workgroups, maintaining a superior level of responsiveness and adaptability. This position has been recently adapted to better align with our plans for significant growth, and the right candidate will be a meticulous and experienced project manager who enjoys finding creative solutions to maximize the effectiveness of the Executive Director, board and leadership team; a self-directed, highly motivated leader who wakes up ready to GO and has a passion for shared prosperity and regional economic inclusion.

**Principal Duties and Responsibilities**

60%	<p><b>Executive Support</b></p> <ul style="list-style-type: none"> <li>• Oversees the Executive Director’s days by managing communication in and out as well as, taking a strategic approach to managing her calendar and appointments to create opportunities to maximize effectiveness of the entire executive team while addressing daily urgent requests.</li> <li>• Knows and understands organizational priorities to better organize the Executive Director’s calendar and responsibilities, consult on changes and push back on requests for time as needed.</li> <li>• Provides a bridge for smooth communication between team members, NFG board members and key partners; demonstrating leadership to maintain credibility, trust and support with primary stakeholders.</li> <li>• Anticipates, researches, prioritizes, and follows up on incoming issues and concerns addressed to the Executive Director, including those of a sensitive or confidential nature.</li> <li>• Works closely and effectively with the Executive Director to keep her well informed of upcoming commitments and responsibilities, following up appropriately.</li> <li>• Provides leadership to build relationships crucial to the success of the organization, and manages a variety of special projects for leaders, many of which have organizational impact.</li> <li>• Support the Executive Director’s strengths and complement her weaknesses. Find creative and effective ways to fill the gaps (e.g., reading material, classes, mentorship, proactive calendaring, smart reminders, smart hiring).</li> <li>• Knows the organization (staff, market, goals, financial status, values, etc.) well and acts as a sounding board and consultant to the Executive Director in planning, prioritizing and problem solving.</li> <li>• Successfully completes critical aspects of deliverables with a hands-on approach, including advising the Executive Director of communication needs, light research, organizing agendas, drafting general correspondence many of which are confidential in nature; ensuring follow-through on organization matters and needs of outside partners; and other tasks that facilitate the Executive Director’s ability to effectively lead the organization.</li> <li>• Prioritizes conflicting needs; anticipating issues, handling matters expeditiously,</li> </ul>	Essential
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	<p>proactively, and follows through on projects to successful completion, often with deadline pressures.</p> <ul style="list-style-type: none"> <li>• Assists in the preparation of packages and requests for information.</li> <li>• Creates and maintain files, databases and spreadsheets.</li> <li>• Coordinates travel arrangements, compiles documents for travel related meetings and prepares travel and expense reports.</li> <li>• Performs other duties as required; provides administrative support to other organizational leaders as needed and available.</li> </ul>	
20%	<p><b><u>Project Management</u></b></p> <ul style="list-style-type: none"> <li>• Successfully completes critical aspects of deliverables with a hands-on approach, including advising the Executive Director of communication needs, light research, organizing agendas, drafting general correspondence many of which are confidential in nature; ensuring follow-through on organization matters and needs of outside partners; and other tasks that facilitate the Executive Director's ability to effectively lead the organization.</li> <li>• Communicates on behalf of the Executive Director with the NFG Board of Directors. This includes making all necessary arrangements for the NFG Advisory Committee, NFG Member meetings and committee meetings; preparing and distributing all agendas, minutes and related information relevant to these meetings.</li> <li>• Coordinates execution of grant award letters and processing of grant checks and reports in partnership with program staff.</li> <li>• Partners with development coordinator to support submission of grant reports, financial tracking information, fiscal information.</li> <li>• Creates and updates presentations including charts, tables, graphs, utilizing various software programs.</li> </ul>	
10%	<p><b><u>Office Management, Finance coordination and Human Resources</u></b></p> <ul style="list-style-type: none"> <li>• Serves as the first point of contact for office guests, creating a welcoming atmosphere and alerting staff that a guest is present.</li> <li>• Serve as primary contact and liaison for lease oversight, ensuring a mutually beneficial relationship with landlord and co-tenants.</li> <li>• Represent NFG on tenant advisory committee.</li> <li>• Maintain office supplies, refreshments and materials</li> <li>• Maintain office environment and ensure all materials and serving items are presentable for guests.</li> <li>• Manage vendor relationships to ensure staff and office requirements are met (office furniture, refreshments, catering, IT, building management, etc.)</li> <li>• Maintains accurate and complete organization contract files, licenses, subscriptions, etc.</li> <li>• Processes invoices for payment, after first assessing purpose, obtaining approval, and routing to appropriate party for payment. Works in partnership with accounting firm to ensure all necessary information is shared in a timely manner for completion of monthly finance reports.</li> <li>• Coordinate and provide new staff orientation and onboarding.</li> <li>• Maintain confidentiality.</li> </ul>	Essential
10%	<p><b><u>Event Support &amp; Coordination</u></b></p> <ul style="list-style-type: none"> <li>• Manage logistics, planning and execution of Northside Funders Group events in partnership with Development &amp; Communications Coordinator and Director of Philanthropic Impact &amp; External Relations</li> <li>• Troubleshoot and problem-solve to ensure event goals are accomplished.</li> <li>• Build and manage vendor and partner relationships.</li> </ul>	Essential

**Minimum Qualifications:**

- Self-driven, results oriented, service oriented leader
- Demonstrated project management experience
- Bachelor's Degree in related field
- Minimum of five years of successful experience in an executive-level administrative support position.
- Minimum of two years of successful experience performing organizational communications work.
- Exceptional computer skills with demonstrated proficiency using MS Office Suite (Word, Excel, PowerPoint and Outlook).
- Must be a self-starter with the ability to work with minimal direct supervision and adeptly shift with priorities.
- Exceptional writing, proofing, editing skills.
- Effective verbal communication skills and strong interpersonal skills that build respect and trust.
- Must thrive in a high-paced, multi-faceted environment and be ready to support a growing and evolving organization.

**Preferred Qualifications:**

- Previous Foundation or nonprofit experience.
- International Association of Administrative Professionals (IAAP) membership.
- Experience with the local community on the north side of Minneapolis or east Saint Paul.

**Measures of Accountability:**

Include the degree to which:

- Assigned work is accurately completed in a timely manner.
- Work time is managed effectively.
- Sound professional judgment is demonstrated.
- Cooperative and supportive work relationships are maintained.
- Knowledge of racial equity principles and commitment to inclusion is demonstrated.
- Adherence to policies and procedures is demonstrated.
- Confidentiality and discretion is demonstrated.
- Consistent delivery of the highest level of customer service is demonstrated.
- Verbal and written communication is effective.
- Regular and reliable attendance at work is maintained.

**Supervision Responsibilities:** None

**Working Conditions**

Most of the work in this position is performed in a general office setting and the successful candidate must be able to work at a computer for extended periods of time as well as be able to make physical meeting preparations (i.e. set up chairs and tables, carry refreshments, move furniture and perform room clean up). The position will be located at the Northside Funders Group office in North Minneapolis. Northside Funders Group events take place on-site and off-site, so the successful candidate must have access to dependable transportation.

**To Apply by October 25th:**

Submit cover letter, resume, salary expectation and references to: [jobs@northsidefunders.org](mailto:jobs@northsidefunders.org)

**The Minneapolis Foundation is an Equal Opportunity Employer**