



Alliance For Greater Works  
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## **Part-Time Executive Assistant to the President/CEO Job Description**

Alliance for Greater Works® is a 19-year-old Christian nonprofit dedicated to partnering with public, private, and nonprofit sectors to dismantle the unjust systems and practices that perpetuate inequities for people living in marginalized communities.

The four day, 24-hour per week Executive Assistant (EA) position provides executive support to Alliance's president/CEO. The EA serves as the primary point of contact for internal and external constituencies on all matters pertaining to the Office of the President. The EA 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.

### **Roles and Responsibilities**

#### **Executive Support**

- Completes a broad variety of administrative tasks for the President /CEO including: managing an 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 CEO's schedule is followed and respected. Provides "gatekeeper" and "gateway" 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, Foundation staff, 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 staff.
- Works closely and effectively with the CEO to keep her well informed of upcoming commitments and responsibilities, following up appropriately. Acts as a "barometer," having a sense for the issues taking place in the environment and keeping the President updated.
- Successfully completes critical aspects of deliverables with a hands-on approach, including drafting acknowledgement letters, personal correspondence, and other tasks that facilitate the CEO'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.

#### **Board Support and Liaison**

- Serves as the President's administrative liaison to Alliance's board of directors.
- Maintains discretion and confidentiality in relationships with all board members.
- Adhere to compliance with applicable rules and regulations set in bylaws regarding board and board committee matters, including advance distribution of materials before meetings in electronic format.

### **Senior Management Liaison**

- Schedule Executive Team meetings.
- Coordinate senior management team meetings, agenda and off-sites, and all- staff meetings.
- Facilitates cross-team coordination of travel, meetings, and community engagement.
- Provide customer and registration support to conference attendees.
- Assist Operations Director in scheduling equipment repair support, ordering supplies, etc.

### **Communications, Partnerships, and Outreach**

- Ensure that Alliance marketing materials and President's bio is kept updated, in supply and responds to requests for materials regarding the President and the organization in general.
- Edits and completes first drafts for written communications to external stakeholders.
- Coordinate and write Alliance's monthly newsletter articles.
- Serve as liaison to Ultimate Financial and Legal Conference partnership.

### **Program Initiatives**

- Works with the Program team in coordinating the President's activities.
- Follow-up on contacts made by the President and supports ongoing cultivation of relationships.
- Edits all, and creates acknowledgement letters from the President to donors.

### **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;
- Emotional maturity;
- Highly resourceful team-player, with the ability to also be 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 in a fast paced environment; Forward thinker, who actively seeks opportunities and proposes solutions;

### **Education and Experience Requirements**

- Bachelor's degree required. Five to ten years of experience supporting C-Level Executives;
- Experience in internal and external communications, event logistics, partnership development, and fundraising;
- Proficient in Microsoft Office 365, Adobe Acrobat, and Social Media web platforms.

Our team consists of bright, energetic and talented people who have a passion for making a difference in the world by helping underserved communities. The Executive Assistant must be creative and enjoy working within a small, entrepreneurial environment that is mission-driven, results-driven and community oriented.

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.