

Job Title	<i>Executive Assistant to the President/CEO</i>
Reports To	<i>President and CEO</i>

Job Purpose, Duties & Responsibilities

This individual maintains the schedule of the President/CEO and assists with the management and organization of a variety of tasks and projects involving donor development and recognition, budgeting, data mining, creating presentations, and special marketing initiatives. This individual serves as the right hand and voice of the CEO attending various meetings and interfacing with direct reports on her behalf, as needed. This individual will be instrumental in developing major gift donor relationships and will have regular communication with those donors, our Board of Directors, elected officials, and more.

- Manage CEO schedule and coordinate all in-person and virtual meetings as well as media interviews
- Prepare/develop marketing materials and presentations (both printed and electronic) as needed for meetings and special events
- Assist the CEO with data mining and analysis of our donor base and prospect lists
- Assist the CEO with annual budget analysis and preparation
- Serve as the primary point of contact for general inquiries and/or requests from our major gift donors
- Serve as the primary point of contact for general inquiries and/or support requests from our Board of Directors
- Assist the CEO in the development, planning, and fulfillment of annual major gift donor recognition initiatives and special events
- Attend HSHC director and management meetings on behalf of the CEO, serving as her voice, as needed
- Serve as the right hand of the CEO assisting in the organization, planning and administrative support to ensure timely completion of daily tasks and projects
- Manage a variety of special projects involving the proficient use of Microsoft Office Word, Excel, Powerpoint, and Google Docs.
- Support the CEO in fulfilling her role at special events and fundraisers which may require evening or weekend hours
- Other duties as assigned

Qualifications

Applicants must:

- Embrace and be fueled by our no-kill philosophy
- Field a multitude of requests and projects that may arrive simultaneously and carry equal importance—then be able to organize and prioritize those tasks to accurate and timely completion
- Have the maturity, initiative, and discipline to work without constant supervision
- Thrive in a fast paced, and often unpredictable, environment with the ability to pivot quickly as needed
- Be highly confident and comfortable sharing ideas and direct, professional feedback with your counterparts
- Be able to communicate with diplomacy and nuance
- Possess good writing skills
- Be **highly proficient** in Microsoft Office (Excel, PowerPoint, and Word)
- Be proficient using Google Docs (or an equivalent web-based tool for file sharing and organization)
- Be familiar with CRM software (Salesforce is a plus)
- Be **highly proficient** manipulating/sorting data in Excel, formatting and generating reports
- Proficiency with graphic design software is ideal, but not required (e.g., Canva, Photoshop)
- Have experience using/navigating social media like Facebook
- Be available to attend a special event or HSHC fundraiser in the evening/weekend (***this is infrequent and with ample notice***)
- Have reliable transportation and flexible in running local errands as needed
- Be able to lift a minimum of 25lbs without health risk
- Be able to work in and around environments with animal dander/allergens
- College degree preferred but not required