

FOOD BANK FOR THE HEARTLAND, INC.

Position Description

Position Title: Sr. Executive Assistant

Reports To: President & CEO

FLSA status: Exempt, full-time

Position Purpose:

The Sr. Executive Assistant is responsible for providing primary administrative support to the President & CEO and secondarily to Food Bank for the Heartland leadership staff. This position serves on the Food Bank's leadership team working collaboratively with the Board of Directors, leadership team members, and external stakeholders. Additionally, the Sr. Executive Assistant oversees front office administration.

Essential accountabilities:

- Attend internal staff and board meetings, prepare and distribute meeting agendas, compile and distribute notes of meetings, maintain committee and board documentation and correspondence files, send thank you notes and follow up on details to maximize efficient operations.
- Facilitate communication with individual members of the Board of Directors as needed.
- Maintains the board prospect list for the CEO and the annual plan of the Governance committee for recruitment and onboarding of new members
- Acting on behalf of the Secretary of the Board of Directors, maintains the official corporate records of FBH including the Articles of incorporation, ByLaws, board policies and committee charters, minutes of the board and committees
- Maintain and manage the President & CEO's daily calendar to include setting appointments, travel arrangements, expense reports, meeting preparations and other items to assure the highest level of productivity of the CEO
- Prepare reports and correspondence for CEO.
- Ensure security, integrity and confidentiality of data.
- Schedule and manage: all staff, Board, and Board committee meetings.
- Provide the CEO with the necessary background materials for all internal & external meetings.
- Assist the CEO in managing relationships with a portfolio of donors
- Confidentially manage Executive Office communications to key stakeholders, including FBH staff; work closely with the Communications department to position FBH and its key work on mission-related activities to be consistently positive.
- Facilitate and support the communication of executive team and others with the CEO supporting the needs of the executives and other staff in their ability to raise critical issues with the CEO in order to receive needed responses, guidance and decisions.
- Read and screen incoming correspondence and reports, makes preliminary assessment of the importance of materials, handles some matters personally, and forwards appropriate materials to the CEO, Executive Team and or staff
- Manage the scheduling and use of common spaces for external groups.
- Assist External Affairs Department with the processing of acknowledgement letters to donors.
- Support staff in assigned project based or event work.
- Responsible for developing and implementing policies by setting up procedure and standards to guide the operation of the office.
- Manage vendor relationships for all office systems to include telephone, computers, copiers, office supplies, etc.
- Supervise front desk personnel.
- Provide back-up for office support as needed (reception and mail processing)
- Incorporate trained volunteers where applicable and beneficial.
- Performs other duties as assigned.

Knowledge, skills, abilities:

- **Computer Skills:** Individual must be able to operate various programs within Microsoft Office, including Word, Excel, Outlook, and PowerPoint.
- **Scheduling:** Ability to schedule and maintain calendars for President & CEO, Board, and Organization as needed. Take notes at each staff and board meeting, then compile and distribute meeting minutes.
- **Communication:** Ability to take direction from President & CEO, communicate effectively with each member of the staff. Excellent oral and written communication skills
- **Organizational Skills:** Highly organized and professionally mature with the ability to handle multiple priorities and work independently under minimal supervision. Ability to compile, organize and maintain organizational and personnel data.
- **Dependable and Punctual**

Education and experience:

- High school diploma or GED required
- Minimum of five (5) years professional experience in office administration and reporting to the Chief Professional Officer or other senior level management
- Minimum of two (2) years supervisory experience
- Advanced knowledge in MS Office specifically Word, Excel and Outlook
- Advanced knowledge in E-Tapestry or other database management system

Working conditions:

- Office environment.
- Occasional evening and weekend work when necessary.
- Off-site meetings as required.

Employee Signature

_____/_____/_____
Date

Supervisor Signature

_____/_____/_____
Date

Created: 2/12/2019 BB
Revised: 7/22/2019 BB
Revised 8/8/2019 LB