



POSITION DESCRIPTION

Position: Executive Assistant to the CEO (Exempt, Full-Time)

Reports to: President/CEO

Supervisor Responsibilities: None

Position Summary:

The Executive Assistant is responsible for providing executive, administrative, and logistical support to the President/CEO in accordance with organizational policies and procedures. Requiring varied skills and strengths, the Executive Assistant will also work closely with the President/CEO to support event planning and execution, special projects, fundraising initiatives, volunteer management, marketing campaigns, social media, and more. The successful candidate will be kind, outgoing, professional, well-spoken, intuitive, proactive, skilled, and resourceful. He/she/they will build trust easily and possess excellent time management and organizational skills, take pride in their work, and be an effective self-starter.

Essential Duties and Responsibilities include the following, although *other duties may be assigned to meet agency needs*.

Executive Support:

- Provide daily administrative support to the President & CEO
- Manage scheduling for the President/CEO, optimizing time and travel.
- Monitor President/CEO email, calendar, and phone/voice mail; provide response/support where needed and appropriate.
- Prepare documents, presentations, and reports as assigned.
- Schedule, organize and prepare meetings, including gathering documents, creating agendas, and tending to logistics.
- Liaise with internal teams, clients, constituents, vendors, and other external partners on behalf of President & CEO
- Provide creative/design support through Canva online software (fliers, social posts)
- Greet and direct guests.
- Maintain grant files.
- Coordinate work-related travel arrangements for President & CEO
- Maintain records in adherence with record retention policy.
- Monitor online suggestion box and prioritize responses needed.
- Attend meetings and accurately record minutes (including Board meetings)
- Maintain all Board records and ensure documentation is up to date.
- Organize meeting themes and logistics for quarterly All Staff Meetings.
- Manage staff anniversary program.
- Prepare and deliver gifts, cards, and other touchpoints from the President/CEO
- Review operating practices and implement improvements where necessary.

- Reconcile monthly credit card expenses.
- Manage special projects from inception to completion as assigned, working with internal/external contributors.
- Conduct research to support initiatives and decision-making.
- Working closely with and under the direction of President & CEO, organize and coordinate internal and external events, including theme-building; promotional efforts; negotiation and planning with community partners/vendors; coordination/mgmt. of volunteers; and engagement of staff and community to ensure success.
- Work with President & CEO to court and secure annual corporate sponsorships and donors; ensure all sponsor benefits are executed as promised/planned (includes regular communication with sponsor representatives).
- Manage donor database and ensure all information is current and accurate; use system to develop and distribute donor mailings and email campaigns, run reports, track online payments, and more.
- Acknowledge all gifts and donations via thank you letters, including coordination and inclusion of any associated paperwork (forms, receipts, etc.)
- Compose, create, and post up to date content on website and social media pages and provide key statistics for quarterly KPI reporting.
- Actively serve as a member of the Board Development Committee, preparing updates and agenda items, and actively participate in annual planning and all related initiatives.
- Demonstrate a commitment to MHA's mission and vision through service.
- Represent the President/CEO at meetings/events or on committees as assigned.

Skills Needed

- Strong organizational, communication, presentation, and service skills
- Ability to work creatively and effectively within time and budget constraints.
- Sound judgement and ability to resolve challenges quickly.
- Strong interpersonal skills
- Deadline and detail oriented
- Creativity
- Energetic and eager to tackle new projects and ideas.
- Comfortable interacting with all levels of the organization
- Excellent grammar and confident speaking acumen
- Excellent writing skills, including creative writing.
- Capable of cultivating productive working relationships at all levels
- Resourceful, can-do attitude
- Emotionally intelligent
- Social media/tech savvy
- Highly organized
- Professional discretion
- Smart multitasking
- Negotiation and diplomacy
- Resourcefulness

Minimum Qualifications:

- 2-3 years' experience in administrative/executive-level services
- Associates-level degree in administrative management, marketing, business, or related field desirable
- Marketing, fundraising, and/or event experience a strong plus.
- Excellent knowledge of Google Suite and Office 365
- Advanced PC skills with proficiency in Google Suite and Microsoft Office Suite
- CRM/donor database experience desirable
- Working knowledge of social media sites and posting management systems (Buffer)
- Insurable driving record with valid driver's license
- Ability to travel and work evenings/weekends as necessary.

Mental Health America of NWI is an Equal Opportunity Employer.