

GREATER MANKATO AREA UNITED WAY
Job Description (Non-exempt)

TITLE: Executive Assistant

REPORTS TO: CEO

HOURS: 40 hours per week. Includes occasional evenings and weekends.

LOCATION: This position is fully in-person at Greater Mankato Area United Way's office located in Mankato, Minnesota.

ABOUT US:

Greater Mankato Area United Way is a dynamic nonprofit organization located in Mankato, Minnesota, serving Blue Earth, Le Sueur, Nicollet, and Waseca counties. We focus on the impact areas of basic needs, health, and education to ensure our region stays strong and balanced. Our programs are thoroughly vetted by community-led impact teams and serve more than 65,000 people each year. Supported by over 1,700 annual volunteers, we convene and connect the community to build a better tomorrow for all.

POSITION SUMMARY:

This position serves as the primary support for all matters pertaining to the CEO. The purpose of the position is to facilitate the CEO's ability to effectively lead the organization, furthering Greater Mankato Area United Way's mission to improve and save lives in our region and ensuring that the team meets our obligations to donors and the community.

PRINCIPAL ACCOUNTABILITIES:

Serves as the primary point of contact and support for all matters pertaining to the CEO. Completes a broad variety of administrative tasks that facilitate the CEO's ability to effectively lead the organization. Provides high-level calendar management. Prioritizes, anticipates, and makes judgments and recommendations. Manages operational and communications tasks with a high level of confidentiality and discretion. Demonstrates leadership to maintain credibility, trust, and support.

Must possess Greater Mankato Area United Way's core values of Integrity, Commitment, Collaboration, and Accountability, and must believe in United Way's overall mission of improving people's lives. Must be driven and focused to utilize donor dollars wisely.

MAJOR FUNCTIONS & TASKS:

- Serve as the primary point of contact for internal and external constituencies on all matters pertaining to the CEO, including those of a highly confidential or

- critical nature. Prioritize and determine appropriate course of action, referral, or response, exercising judgment to reflect CEO's style and organization policy.
- Complete a broad variety of administrative tasks that facilitate the CEO's ability to effectively lead the organization, including: assisting with special projects; taking meeting notes; producing documents, reports, and presentations; collecting and preparing information for meetings with staff and outside parties; and composing and preparing correspondence.
 - Work closely with the CEO to keep them well informed of upcoming commitments and responsibilities, following up appropriately. Act as a "barometer," having a sense for the issues taking place in the environment and keeping the CEO updated. Anticipate CEO's needs in advance of meetings, conferences, etc.
 - Provide high-level calendar management. Prioritize inquiries and requests while troubleshooting conflicts; make judgments and recommendations to ensure smooth day-to-day engagements.
 - Manage operational and communications tasks with a high level of confidentiality and discretion.
 - Monitor, organize, and respond to email questions on behalf of CEO.
 - Act as a liaison and provide support to the Board of Directors. Arrange and handle all logistics for Board meetings and events: schedule meetings; draft agendas; develop, compile, and distribute presentation materials; manage applications, and record meeting minutes.
 - Prepare Word, Excel, and PowerPoint presentations, emails, agendas, reports, special projects, and other documents in support of objectives for the organization.
 - Proofread various emails, letters, materials, and other documents.
 - Create end of day report that outlines tasks, meetings, and communication that need action.
 - Demonstrate leadership to maintain credibility, trust, and support.
 - Manage all aspects of preparation/management for meetings (taking place both in-person and virtually), including assembling materials, meeting setup, and logistics.
 - Conserve the CEO's time by reading, researching, collecting, and analyzing information as needed, in advance.
 - Exhibit excellent communication and time management skills and a proven ability to meet deadlines.
 - Maintain a current understanding of and articulates our impact, focus activities, and results.
 - Work closely with staff, board, donors, volunteers, and other constituencies.
 - Be responsive to emails/texts/phone calls in a timely manner.
 - Understand and consistently practice responsiveness and accountability to all staff, donors and volunteers.
 - Communicate clearly and professionally with people from diverse backgrounds.
 - Support activities across all departments.
 - Adapt to changing needs.

Other Duties

- Answer and direct calls or office visitors as needed.
- Assist with fundraising events, activities, programs and projects as needed.
- Perform other duties as required.

This employee job description does not include a complete list of activities, duties, or responsibilities required for this role. Duties, responsibilities, tasks, and activities may change at any time, as requested, with or without notice.

DESIRED SKILLS OR ATTRIBUTES:

- Previous experience preferred
- Proficiency in Microsoft Office Suite required
- Ability to work occasionally in the evenings and on weekends
- Solid written communication skills
- High level of personal integrity
- Reliable and trustworthy in confidential matters
- Skilled at time management
- Ability to react and adapt quickly to changing conditions and circumstances
- Strong attention to detail
- Excellent customer service skills in all aspects of the job, even under pressure
- Solid relationship management skills that support and build donor/volunteer relationships

TO APPLY: Please send cover letter and resume to Laura Murray at LauraM@mankatounitedway.org.