



Care and Share Food Bank for Southern Colorado

Division/Department: 10

Location: Colorado Springs, CO

Job title: Executive Assistant

Reports to: Lynne Telford, CEO, and Jaime McMullen Garcia, Chief Philanthropy Officer

Schedule:

Sixteen (16) hours per week on Wednesdays, Thursdays, and one Friday per month

Type of position:

- Full-time
- Part-time
- Contractor
- Intern

Exempt (salary)

Nonexempt (hourly)

Position Summary:

At Care and Share Food Bank, our core purpose is to bridge the gap between hunger and abundance. Our mission is to provide food, partnering opportunities, and education to combat hunger and food insecurity in Southern Colorado communities. Our vision is an end to hunger in Southern Colorado.

The CEO of Care and Share Food Bank is the senior most officer subordinate to the board of directors. The Executive Assistant (EA) is responsible for a broad range of high-level administrative duties in support of the CEO. The EA manages the day-to-day demands of the office in coordination with the Leadership, Administration, Development, Programs, and Operations Teams and works closely with the offices of the board of directors.

The EA is always an ambassador for the organization and must conduct himself or herself in a professional manner both inside and outside the organization. In this role, the EA will often liaise with business leaders, elected officials, and other community members and should interact effectively and positively on behalf of the organization. The EA should listen, communicate, and adapt, getting the work done quickly, accurately, and efficiently. The EA is confidential with conversations and information. Curiosity, attention to detail, a sense of urgency, and a quick smile are always helpful.

Duties and Responsibilities

- Schedule and maintain the CEO's calendar
- For scheduled meetings, prepare and provide all necessary material for CEO
- Prepare and review correspondence (mail, phone, email) and communicate appropriate items to CEO
- Greet and screen callers and visitors for CEO, and ensure that appropriate individuals are connected to CEO
- Make travel (airline, hotel, and transportation) arrangements and local dining reservations
- Respond promptly to requests from CEO, as well as from other stakeholders, with the good judgement to determine priorities
- Coordinate CEO-related events
- Organize board meetings to include:
 - Take board minutes and have them ready for CEO approval within 24 hours
 - Compile board packages, get approval from CEO, and distribute to board
 - Prepare board orientation books as needed
 - Respond to board inquiries quickly and professionally
- Prepare materials for donor meetings and document history of donor interactions in Raiser's Edge
- Help document procedures for effectively tracking donor information
- Assist the organization in thanking donors through a variety of formats
- Manage the outreach calendar for potential donors
- Handle presentation logistics (projector/screens, materials, reservations) for outreach meetings
- Help identify key donor prospects and track board and staff outreach progress
- Support the assembly of all major donor mailings
- Prepare supporting materials for donor appeals, pitches, and grant proposals
- Maintain confidence and exercise a high degree of confidentiality in all aspects of the position
- Other duties as assigned including support to the Chief Philanthropy Officer as well as other Chiefs and departments

Position requirements:

- Three to five (3-5) years of experience as an executive assistant
- Excellent verbal and written communication skills
- Outstanding customer service and follow through skills
- Full comprehension of office management principles, methods, and procedures
- Strong command of Microsoft Office Suite (Excel, Word, Outlook, Publisher, PowerPoint) and Adobe
- Ability to be flexible in adapting to changes or interruptions in priorities and assignments
- Ability to listen and take accurate notes
- Ability to think and work independently
- Honesty, confidentiality, transparency, and high integrity
- A passion for helping to solve food insecurity
- Philanthropy and/or fundraising experience is a plus

Reviewed by:

Title: