

PURPOSE

The Executive Assistant provides executive support and works directly with the Kappa Kappa Gamma Foundation staff to provide seamless service to internal and external customers. The Executive Assistant also serves as support to the Board of Trustees, organizes and coordinates executive outreach and external relations efforts, and oversees special projects. The Executive Assistant must enjoy working within a small, supportive, mission-focused, results-driven and service-oriented environment.

RESPONSIBILITIES

- Plan, schedule and coordinate the Executive Director's travel, donor visits and trips.
- Assist the Executive Director with the accomplishment of her goals and the operations of the Foundation.
- Maintain ownership and continuous changes, versions and updates of Foundation policies, procedures, guidelines and official documents.
- Organize and coordinate materials, calls and follow-ups for Foundation committees.
- Serve as a backup for gift and database entries.
- Organize workflows, inventory and projects for department-wide events.
- Work as the liaison for the front desk, Foundation and Finance Department for daily mailed gifts.
- Create, process and distribute correspondence as required by the Executive Director, Board of Trustees and Governance Committee.
- Review and distribute the department's outgoing checks.
- Travel as necessary to assist with Convention or as requested by the Executive Director.
- Organize all meetings, events and trainings for the Foundation, including arranging travel, making reservations, scheduling availability, and coordinating meeting details.
- Coordinate, process and distribute correspondence and documentation as required by the Executive Director, Board of Trustees and the Nominating/Governance Committee.
- Attend monthly meetings and calls of the Board of Trustees, Finance Committee and Investment Subcommittee. Take minutes and record votes.
- Create and coordinate gift agreements between the Fraternity and Foundation for each approved grant.
- Keep calendar items updated for all reminders and meetings.
- Organize all meetings, events and trainings for the foundation, including arranging travel, making reservations, scheduling availability, and coordinating meeting details.
- Provide support to the front desk when needed.
- Other duties as assigned.

POSITION REQUIREMENTS

- A bachelor's degree is required.
- A minimum of three years of experience providing support to high-level administrators (ideally in the nonprofit or association sector) is preferred.

- The ideal candidate will have demonstrated skills, knowledge and experience in administrative office practices and procedures; proficient computer skills; in-depth knowledge of computer software, such as Microsoft Office; an ability to exercise good judgment in a variety of situations; strong written and verbal communication skills; administrative and organizational skills; an ability to work independently from concept to completion and maintain balance among multiple priorities; and high-level interpersonal and relationship-building skills.
- The successful candidate must be able to work under pressure and handle a wide variety of confidential matters with discretion.