



## **Executive Assistant**

### Description

Performs administrative, development and project support for the CEO and serves as community liaison representing the CEO as needed. Liaison between Connecticut Food Bank Board of Directors and staff. Provides assistance and support to the CEO's direct reports as needed. Reports to the CEO.

### General Responsibilities:

- Support for CEO to maintain open channels of internal communication throughout the CFB organization and managing CEO's external communications and outreach with member agencies, donors and elected officials.
- Manage daily calendar and schedule for the CEO, including internal and external meetings, appointments and activities.
- Provide administrative support to CEO, COO, CFO & CDO including word/document processing, filing, coordination of conference calls, scheduling of internal and external meetings, as needed.
- Coordinate travel arrangements for CEO, COO, CFO and CDO including the scheduling of major carriers, local transportation and hotel accommodations.
- Provide general administrative support including faxing, scanning, record keeping for meetings, preparation and distribution of memorandums, drafting of letters.
- Responsible for the upkeep, maintenance and supplies for various office machines and telephones.
- Organize company-wide staff acknowledgement and appreciation events.
- Engage in preliminary research and program development and evaluation projects and as assigned by CEO.
- Manage daily information and data support for CEO's fundraising/development activities with donors.
- Perform other assignments as directed by the CEO.

### Constituent, Donor Development, Board Liaison & Community Representation Responsibilities:

- Oversee the development and maintenance of customer service standards and practices for CFB, including maintaining guest reception, constituent phone call handling and response protocols. Training of new staff in phone and customer service standards and practices.
- Provide community representation for CFB in community meetings, conferences, workshops and press events as requested by CEO.
- Arrange and schedule community meetings with member agencies and other constituents for generating community feedback and input to CFB's strategic action plan, on-going program implementation and community needs assessments.
- Work with Development Department to schedule and prepare CEO for individual, foundation and corporate donor calls, visits, meetings, presentations and tours (of CFB). Provide computer/video technical support for presentations to donors
- Document donor contacts and meetings of CEO using Development information system.
- Organize Board and Committee meetings, including scheduling, agenda, recording minutes, arrangement for facilities and refreshments.
- Maintain official files and records of the Board of Directors for current and past Board members

Qualifications:

3-5 Years of Senior Administrative Assistant experience; excellent written and oral communications skills; excellent customer relations and service skills with a diversity of customers; consistent attention to detail; ability to multi-task and prioritize; flexibility in accepting assignments and direction; excellent skills with Microsoft Office including Word, Excel and PowerPoint; ability to handle situations with appropriate discretion; exceptional organizational skills; public speaking and presentation skills; comfortable as spokesperson for the CEO with constituents and the news media.

Requirements:

Ability to juggle projects and meet deadlines. Capable of planning, conducting and completing tasks under minimal supervision. Demonstrate sufficient self-management. Must be able to contribute to a positive work environment with commitment to social justice. Ability to provide excellent customer relations and public representation for the CEO.

**Send cover letter with salary requirements and resume to:**

**hr@ctfoodbank.org  
203-469-4871 (fax)**