

Job Description – Executive Assistant to CEO

Position Title:	Executive Assistant to CEO
Division/Department:	Administrative
Reports to:	Chief Executive Officer
FLSA Classification & Position Type:	Exempt / Full Time
Supervisory Position:	Nonsupervisory
Location:	100 Everett Street Richmond, VA 23224

JOB SUMMARY

First Tee – Greater Richmond (FTGR) is a youth development organization that uses the game of golf and its inherent values to shape the lives of young people from all walks of life. We are strengthening the character of the community by providing programs that build resilience in our youth, teach critical life skills, and provide caring adult supervision in a safe environment through the game of golf.

The Executive Assistant to CEO provides executive support to the CEO with responsibilities related to day-to-day business tasks such as building presentation decks, scheduling, donor database administration, data entry and communications. This is a highly visible position that works very closely with the CEO and FTGR executive team and Board of Directors.

ESSENTIAL FUNCTIONS

Essential functions, as defined under the Americans with Disabilities Act, may include the following tasks, knowledge, skills, and other characteristics. This list of tasks is illustrative ONLY and is not a comprehensive listing of all functions and tasks performed by positions in this class. It does not imply that all positions within the class perform all the duties listed, nor does it necessarily list all duties that may be assigned. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Provide administrative assistance, such as writing and editing correspondence, preparing presentations and reports and preparing communications on behalf of the CEO
- Participate in institutional planning initiatives and assist as needed with special project management
- Maintain comprehensive and accurate corporate records, reports, and documents
- Organize meetings to include scheduling, sending reminders, and organizing catering when necessary
- Support engagement of, and communication with, the Board of Directors (particularly the Chair, Vice Chair and committee chairs) by assisting with meeting coordination, hospitality arrangements, drafting and disseminating reports, documents, minutes, and other communications
- Maintain all donor and prospect information utilizing donor database
- Support CEO & VP of Advancement as needed with donor database reporting and serve as development acknowledgement system lead
- Manage ordering and organization of materials of office supplies and serve as organizational representative to Everett Street Kid Hub.

- Perform other duties as assigned by the CEO

JOB REQUIREMENTS AND QUALIFICATIONS (education and experience)

- Excellent time management skills and ability to meet deadlines
- Excellent verbal and written communication skills and ability to communicate effectively with various stakeholders
- Strong interpersonal and organizational skills and ability to multitask
- Ability to oversee sensitive information (including prioritizing and escalating relevant information as needed); ability to treat confidential information with appropriate discretion
- Problem-solving and decision-making skills with exceptional diligence
- Excellent ability with Microsoft Office programs and other technology tools
- Ability to manage a large and diverse workload in a fast-paced environment with minimal supervision

Education & Experience Requirements:

- Bachelor's degree in related field or equivalent work experience
- Experience in assisting Executive/C-Level management preferred
- 3 year's administrative assistant experience

OTHER INFORMATION AND EXPECTATIONS

Maintains adherence to the organization's policy on confidentiality in all matters regarding personnel, financial, volunteer, and other business information about the organization. Seeks and participates in continuing education or professional development related to the position, the organization, or both.

WORK ENVIRONMENT, TRAVEL AND EXPECTED WORK HOURS

This position will work in a traditional office environment. Typical days and hours of work are Monday through Friday 8:30-5:00. Occasional evening and weekend work may be required as job duties and business demand.

PHYSICAL DEMANDS

While performing the duties of this job, the employee is required to stand; walk; sit; use hands to finger, handle, or feel objects, tools, or controls; use fingers and hands to control computer mouse, type or write; reach with hands and arms; talk and hear. Specific vision abilities required by the job include close vision, distance vision, color vision, and the ability to adjust focus.

APPLICATION PROCESS

Email a cover letter, resume, and three references (name, contact information, relation to applicant) to Brent Schneider, CEO, at Brent@firstteerva.org.

EEO STATEMENT

First Tee - Greater Richmond provides equal employment opportunities (EEO) to all employees and applicants and does not make employment decisions because of or on the basis of race or traits historically associated with race, including hair texture, hair type, and protective hairstyles such as braids, locks, and twists, color, religion, sex, sexual orientation, gender identity, pregnancy, childbirth, or related medical conditions, including lactation, age (40 years of age or older), national origin, disability, marital status, veteran status, or any other basis prohibited

by federal, state, or local law. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation, and training.

The statements herein are intended to describe the general nature and level of work being performed by the employee in this position. They are not intended to be construed as an exhaustive list of all responsibilities, duties, and skills required of a person in this position. First Tee – Greater Richmond reserves the right to modify the scope of this position. Factors that may affect this position include, but are not limited to, those related to business needs, organizational structure, industry trends, and individual skills and performance.