

# Executive Assistant

## Center for Community Progress Job Announcement

<b>Job Title</b>	Executive Assistant
<b>Reports To</b>	President/CEO
<b>Date</b>	July 7, 2022

## Center for Community Progress

As a national nonprofit, our mission is to foster strong, equitable communities where vacant, abandoned, and deteriorated properties are transformed into assets for neighbors and neighborhoods. We are former practitioners and policymakers who understand that today's neighborhoods have been shaped by decades of unjust and racist land use and financing policies—and we are driven by the promise of safe, healthy, resilient, and inclusive neighborhoods that provide opportunity and dignity for all.

The expertise and passion of our staff is unmatched, and Community Progress is highly regarded as the nation's leading resource for urban, suburban, and rural communities seeking to equitably address the full cycle of property revitalization. In all our work, we seek to ensure that all communities have the policies, tools, and resources they need to transform vacant, abandoned, and deteriorated properties. Our state-of-the-art technical assistance has been provided to more than 300 communities in over 35 states and our educational programming has reached tens of thousands across the United States. More information is available at [www.communityprogress.org](http://www.communityprogress.org).

## Job Summary

The Center for Community Progress is seeking an experienced, innovative, and perceptive applicant to serve as Executive Assistant, joining a small team of passionate thought leaders and technical experts who care deeply about racial equity and justice.

The Executive Assistant performs a range of administrative functions and engages in discrete projects to maximize the President's time and effectiveness. The Executive Assistant will play an integral role in executing day-to-day operations in a high-growth environment. This individual will coordinate with the development, program, and administrative teams on a range of activities, playing a crucial role in communications, Board of Directors support, and cross-organizational initiatives with peer nonprofits in the field.

This role requires a commitment to equity, outstanding professionalism and discretion, organization and attention to detail, energy and initiative, the ability to deftly multitask, and a willingness to anticipate needs and work proactively on a wide variety of projects. In return, the Executive Assistant will have access to the CEO's network of people across corporate, nonprofit, and public sectors, exposure to the full array of functions in the organization, and the privilege of working every day for the incredible communities Community Progress serves. The Executive Assistant will help ensure organizational

effectiveness, efficiency, and growth. Individuals who are self-starters, organized, and efficient in pursuit of building equitable and just communities are encouraged to apply.

## Duties and Essential Job Functions

- Manages strategic organization-wide projects through the entire project lifecycle;
- Coordinates operating processes for accomplishing managing projects goals and objectives;
- Serves as Board liaison by attending all Board and committee meetings; provides administrative support for meetings and on-site coordination of logistics; and coordinates and books Board of Directors' travel arrangements, when requested;
- Records minutes for all Board and committee meetings, excluding Executive Committee, and assemble and distribute quarterly Board books on timely basis;
- Prepares draft directives, communications, and/or other written guidelines, recommendations, or reports relating to the organizational projects;
- Serves in multifaceted role providing administrative, logistical, and technical assistance to leadership and senior staff;
- Project management of annual staff retreats (minimum 2x a year), convenings, and organization-wide events;
- Supports recruitment and onboarding of new employees by managing job postings and interview processes, providing administrative support to various departments in the hiring process, and providing technical assistance to new employees on company software and protocols;
- Manages various executive functions, including day-to-day scheduling, planning engagements with program partners and philanthropic supporters;
- Tracks progress and report updates on prospect engagements by coordinating with various program leads to maintain current records in Salesforce and Dropbox;
- Maintains CEO's appointment schedule by planning and scheduling in-person and virtual meetings, conferences, and travel;
- Manages administrative functions for the CEOs Circle of Color on behalf of the CEO, and work in conjunction with other stakeholders;
- Project management of CEO Circle on behalf of the CEO, such as budget building, yearly retreats, conferences, and convenings;
- Prepares and builds yearly budget for the CEO and Board of Directors, in conjunction with the CEO and Director of Finance/Administration;
- Documents, prepares, and reconciles weekly timesheets and monthly expenses in Nexonia, and submits the CEO's expense report to Business Manager monthly;
- Supports various office management needs including greeting guests, coordinating office supply needs via the company's Quill account, maintaining up-to-date hardware and software needs with the company's IT support firm, and general office needs; and
- Other duties as assigned by the President/CEO.

## Reporting Relationships

This position does not have any full-time staff directly reporting to them.

## Qualifications

The Executive Assistant must have:

- A demonstrated commitment to public and community service with an enthusiasm for Community Progress's mission and a shared commitment to equity, inclusion, and justice;
- Awareness of the history of unjust policies that have contributed to disinvested communities and racial inequities, and a commitment to working collaboratively with leaders in the field to develop new policies and programs that prioritize racial and economic justice;
- Is adaptable and anticipatory, able to operate at a fast pace and adjust with professionalism and poise to changing demands and priorities;
- Has exceptional interpersonal abilities – one who can build, maintain, and strengthen meaningful relationships with a broad base of partners;
- Has excellent oral and written communication skills;
- Is a problem-solver able to identify efficient solutions to complex problems;
- Possesses a working knowledge of community challenges and opportunities especially as they relate to vacant properties, land use, and revitalization;
- Can prioritize and manage multiple projects, problem-solve, be proactive, and work with multiple stakeholders in a dynamic, deadline-driven environment;
- Must be willing to travel approximately three to five (3-5) times a year; and
- Holds a bachelor's degree and between two and four (2-4) years of professional experience in nonprofit organization management, public policy, or related fields.
- Familiarity with CRM systems and practices, and experience and proven knowledge in administrative support to a fundraising team a plus.

## Required

A minimum of 2 years executive administrative support experience, and a bachelor's degree. Candidate's additional education may substitute for experience, and additional experience may substitute for education. This position will be based out of our Washington, DC office. Candidates must be based in the DC area or willing to relocate within a reasonable timeframe upon accepting the role.

## Salary and Benefits

The Center for Community Progress is offering a salary for the position of Executive Assistant between \$55,000 and \$65,000 annually, commensurate with experience or skillsets. Additionally, the Center for Community Progress provides an excellent and comprehensive benefits package that includes medical, dental, vision, 401k match, access to flexible spending or health savings accounts, and generous personal time off benefits.

## **Application Instructions**

Interested applicants must submit cover letter, resume, and one writing examples that demonstrate their communication on an executive level. All materials must be sent in a single PDF by 5pm EST on July 31st, 2022, at [hiring@communityprogress.org](mailto:hiring@communityprogress.org). Interviews will be on a rolling basis, and with anticipation September 1st start date.

## **Equal Opportunity Employment**

The Center for Community Progress works with community partners to advance and strengthen the values of equity, justice, and inclusion, and is committed to maintaining a diverse and multicultural working environment. Community Progress is proud to be an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, age, religion/creed, sex, national origin, disability, genetic information, parenthood, pregnancy, veteran or active military status, alienage or citizenship status, salary history, caregiver status, sexual orientation, gender identity, marital or partnership status, familial status, unemployment status, status as a victim of domestic violence, sexual violence or any other status protected by applicable law.