

Executive Assistant

Center for Community Progress Job Announcement

Job Title	Executive Assistant (Washington, D.C.)
Reports To	President & CEO
Date	9/18/2023

Center for Community Progress

We are a national nonprofit with a mission 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.

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. We help communities access policies, tools, and resources to transform problem properties. We have provided customized, expert guidance to more than 300 communities in over 35 states and reached tens of thousands across the United States with free educational programming. Learn more at www.communityprogress.org.

Job Summary

The Center for Community Progress is seeking an experienced, creative, and perceptive Executive Assistant to the President & CEO. They will join a team of passionate thought leaders and technical experts who care deeply about racial equity, justice, and community revitalization.

The Executive Assistant will support all day-to-day operations of the President & CEO's office, including administrative and scheduling support; supporting the Board of Directors; and managing D.C. office needs.

This role requires a commitment to equity, outstanding professionalism, discretion, attention to detail, and a willingness to anticipate needs and work proactively.

The Executive Assistant position is full-time and based out of Community Progress' Washington, D.C. office on a flexible in-office/remote schedule. Community Progress has a strong culture of work-life balance and remote work. Due to the nature of supporting an executive position, the role may require being responsive to urgent messages and requests outside of 9am-5pm.

Duties and Essential Job Functions

Administrative Support (60%)

- Manage the President & CEO's calendar and arrange travel logistics
- Document, prepare, and reconcile weekly timesheets and monthly expense reports
- Manage logistics for events, meetings, and presentations for the President & CEO

- Prepare briefing materials, reports, and presentations for the President & CEO
- Coordinate Leadership Team meetings, scheduling, and travel arrangements
- In conjunction with the Leadership Team, schedule and organize staff meetings, retreats, and trainings; including venue booking, catering logistics, travel arrangements, and staff coordination
- Organize office events and staff gatherings as needed
- Disseminate internal organization information and memos
- Other duties as assigned by the President & CEO

Board of Directors Support (30%)

- Schedule and manage quarterly Board of Directors and committee meetings
- Assist in preparing board meeting agendas and supplemental materials
- Record meeting minutes for all board and committee meetings and track board attendance
- Support President & CEO in board meetings, including venue booking, catering logistics, travel arrangements, and board member coordination

Office Management (10%)

- Liaise with D.C. office property management
- Oversee day-to-day D.C. office operations, including office access, maintenance requests, shipping needs, supply and equipment orders, and other errands as needed
- Distribute incoming and outgoing mail

Reporting Relationships

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

Qualifications

- 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
- Ability to anticipate needs, operate at a fast pace, and adjust with professionalism and poise to changing demands and priorities
- Exceptional interpersonal abilities and the ability to build, maintain, and strengthen meaningful relationships with a variety of individuals
- Excellent oral and written communication skills
- Demonstrated problem-solving skills
- Ability to prioritize and manage multiple projects in a dynamic, deadline-driven environment
- Willing to travel domestically at least three to five times a year for Board meetings, Leadership Team meetings, Community Progress' annual conferences, and other work events
- Familiar with CRM systems (e.g., Salesforce) and practices
- Proficient in Microsoft Office Suite systems
- Experience in internal communications and/or supporting a fundraising team a plus

Required

A minimum of two years executive administrative support experience, and a bachelor's degree. Candidate's additional experience may substitute for education.

Salary and Benefits

The Center for Community Progress is offering a salary for the position of Executive Assistant between \$65,000 and \$75,000 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, professional development, and generous personal time off benefits.

Hiring Process

Interviews will be on a rolling basis with an anticipated offer date by the week of November 13, 2023.

Equal Opportunity Employment

The Center for Community Progress (Community Progress) does not discriminate on the basis of race, color, national origin, disability, age, or sex in administration of its programs or activities, nor does it intimidate or retaliate against any individual or group because they have exercised their rights to participate in actions protected, or oppose action prohibited, by 40 C.F.R. Parts 5 and 7, or for the purpose of interfering with such rights. Community Progress' Chief Operating Officer (COO) is responsible for coordination of compliance efforts and receipt of inquiries concerning non-discrimination requirements implemented by 40 C.F.R. Parts 5 and 7.

If you have any questions, or believe that you have been discriminated against with respect to a Community Progress activity, you may **contact** Brian Flood, COO, at bflood@communityprogress.org or at (877) 542-4842 ext. 154. You may also visit our website for more information: <https://communityprogress.org/notice-of-non-discrimination/>.