

## **THE ORGANIZATION**

**Feeding Westchester** is looking for people with the passion, courage, and creativity to create meaningful change in the lives of others. As Westchester County's leading hunger relief organization, we moved nearly 10 million pounds of food to agencies and partners across Westchester County, including food pantries, soup kitchens, senior centers and schools last year. We supplied 8.4 million meals to children, families, and seniors, mobilized 11,000 volunteers, and raised over \$5 million in donations to help end hunger here.

When COVID-19 brought the world to a standstill, Feeding Westchester never closed. Instead, the team mobilized and responded to unprecedented need for food, delivering more than 12 million pounds of food since March! Because of that, kids, families and seniors affected by the pandemic did not have to worry about where their next meal would come from. Though Westchester entered Phase 4 of reopening in July, we know our work is not done. Unemployment continues to rise, as does the need for food. We're looking for talented people to continue our mission to ensure as much food as possible on as many tables as possible for as long as there is need. What are you looking for?

## **THE OPPORTUNITY**

Feeding Westchester has an exciting opportunity for a visionary and mission-driven Executive Administrative Assistant. Reporting directly to the VP of Development, the Executive Administrative Assistant plays a critical role in supporting Feeding Westchester's efforts to build awareness about our mission, services, needs and successes, as well as to position the organization in leading hunger-relief in Westchester County. We are looking for someone with a solid executive administration background who is passionate about driving programming and engagement with our partners and clients throughout the community!

## **JOB SUMMARY**

Reporting directly to the VP of Development, the 'Executive Administrative Assistant' provides executive support in a one-on-one working relationship. The 'Executive Administrative Assistant' serves as the primary point of contact both internally and externally on all matters pertaining to the office of the Vice President of Development. This position also serves as a liaison to the Board of Directors, volunteers, donors, and senior leadership team; organizes and coordinates executive outreach and external relations efforts; and oversees special projects. The 'Executive Administrative Assistant' must be proactive, forward thinking, creative and enjoy working within a small, entrepreneurial environment that is mission-driven, results-driven and community oriented.

The ideal candidate will have the ability to exercise good judgment in a variety of situations, with strong written and verbal communication, administrative, and organizational skills, and the ability to maintain a realistic balance among multiple priorities. They must be able to provide high-level of administrative support, including preparing reports, handling correspondence, and scheduling meetings. The 'Executive Administrative Assistant' will have the ability to work independently on projects, from conception to completion, and must be able to work under pressure at times to handle a wide variety of activities and confidential matters with discretion and meet deadlines.

## **ESSENTIAL FUNCTIONS & RESPONSIBILITIES:**

### **Executive Support**

- Complete a broad variety of administrative tasks for the Vice President of Development; manage an extremely active calendar of appointments; complete expense reports; compose and prepare correspondence that is sometimes confidential; arrange travel plans, itineraries, and agendas; and compile documents for travel-related meetings.
- Plan, coordinate and ensure the Vice President of Development's schedule is followed and respected; Facilitate schedule changes as priorities shift.

- Communicate with board members, donors, organization staff, and others on behalf of Vice President of Development.
- Facilitate communication and coordination between the Vice President of Development's office and internal departments.
- Work closely with the Vice President of Development to keep them well informed of upcoming commitments within organization and for external events.
- Manage a variety of special projects for the Vice President of Development which can include Hunger Action Month, Advocacy, and Corporate Partnerships.
- Successfully complete other administrative tasks as needed including drafting and reviewing acknowledgement letters, personal correspondence and creating and managing team calendars.
- Prioritize assignments and handle matters expeditiously; follow through on projects, bringing them to successful completion - often with pressured deadlines.
- Prepare daily calendar printouts for the Vice President of Development with attachments of details, direction, and subject research where necessary.
- Manage filing and accuracy of Charity Navigator, BBB, and other accreditation vendors.
- Manage financial/budget department reporting documents,
- Manage and order supplies as needed for the Executive team and breakroom.
- Provides backup gift entry process in Raisers Edge including checks, cash, manual credit cards, online gifts, matching gifts and pledges during busy seasons.

#### **Board Support and Liaison**

- Assist the Vice President of Development as administrative liaison to Feeding Westchester's Board of Directors and Committees; manage preparation and timely distributions of meeting materials in electronic and paper format.
- Provide back up to President & CEO's administrative assistant with maintain board meetings and board committee meetings, including sending calendar invitations to board and committee members, tracking attendance, coordination of meeting locations, collection of documents, and sending of reminders.
- Communicate with board members in keeping them informed about Feeding Westchester events.
- Adhere to compliance with applicable rules and regulations set in bylaws regarding board and board committee matters.
- Maintain high level of discretion and confidentiality in all board related matters.
- Save digitized files to U drive and SharePoint for safekeeping and easy access by leadership team.

#### **Communications, Partnerships, and Outreach**

- Edit and/or generate first drafts of written communications to external stakeholders.
- Work with the Leadership and Development Leadership team in coordinating outreach activities.
- Follow up on contacts made by the Vice President of Development to support the cultivation of ongoing relationships.
- Effectively and appropriately communicate with politicians and community leaders; coordinate meetings and conferences with legislative staff.
- Maintain database of community, media, political and network contacts; provide accurate contact information, direct numbers, email addresses and all pertinent background information on community, network, political contacts, and other partnerships.
- Assist with the production of events and conferences designed to raise awareness about the issue of hunger in the community.

#### **POSITION REQUIREMENTS**

##### **Required Education/Experience**

- Bachelor's degree and/or 5 to 10 years admin experience at an executive level.
- Flexibility with regard to schedule, available for overtime when necessary; ability to travel locally.
- Works in the office 5 days a week.

- Experience and interest in internal/external communications, partnership development, and fundraising.

### **Required Knowledge/Skills**

- Strong organizational skills that reflect ability to perform and prioritize multiple tasks seamlessly with excellent attention to detail; ability to meet deadlines in a fast paced environment.
- Expertise in Outlook and Sharepoint a necessity.
- Must be proficient in latest software and technology.
- Proficiency in PowerPoint, as well as the ability to prepare presentations for high level meetings including board and staff meetings is a must.
- Expertise with Excel a necessity. Should be very comfortable working with numbers, creating spreadsheets and data analysis
- Strong interpersonal skills; ability to build relationships with staff, board, external partners and donors.
- Expert level written and verbal communication skills.
- Demonstrated proactive approaches to problem solving with strong decision-making capability.
- Resourceful team player, with emotional maturity and ability to be effective independently.
- Proven ability to handle confidential information with discretion.
- Demonstrates the highest level of customer/client service and response.
- Actively seeks opportunities and proposes solutions.
- Must have valid driver's license and use of a vehicle to ensure ability to travel independently for Feeding Westchester business.
- Likes to laugh and have fun.

### **Physical Requirements**

- Ability to lift, carry, and set up a variety of promotional materials including electronics, materials in boxes, and table top screens (weighing up to 50 pounds).
- Ability to operate equipment such as pallet jack, metal cart, etc.
- Ability to pack, unpack and put away various materials.
- Prolonged standing, walking and bending in addition to sitting in front of a computer.
- Ability to walk up steps.
- Ability to access, research, read, review, enter and retrieve information from computer, hard copies and desk top publishing systems.
- Ability to give regular communications in person, writing, by email and by telephone
- Ability to give speeches and presentations to groups.
- Ability to travel independently in the daytime and evening to regional and national destinations.
- Ability to access all work sites of the agency.
- Ability to work in below 0°F temperatures for short periods of time.

### **Working Conditions**

- Working inside a warehouse environment and Feeding Westchester offices.
- Working outside in all weather conditions in all Westchester communities
- Travel throughout the Feeding Westchester service area.
- Ability to work irregular or extended hours.

The purpose of this job description is to provide an overview of the scope of the position. This is not a comprehensive list of duties/responsibilities. Other duties and responsibilities may be assigned.

### **ABOUT US**

**Feeding Westchester provides a competitive benefits package including paid time off, Medical/Dental/Vision coverages, 403(b) retirement plan with discretionary employer contribution, company-paid Life and LTD insurances, an Employee Assistance Program (EAP), and other ancillary benefits.** Feeding Westchester is an Equal Opportunity Employer and does not discriminate on the basis of race, color, national origin, sex, religion, age, disability, sexual

orientation, gender identity, veteran status, height, weight, or marital status in employment or the provision of services or any other category protected by law.

**HOW TO APPLY**

Interested Applicants should send resume, cover letter, (work samples a plus) and salary requirements to <https://recruiting.paylocity.com/recruiting/jobs/Apply/432865/Feeding-Westchester/Executive-Administrative-Assistant>