



## Executive Administrator

### Job Description

#### Position Summary

The Executive Administrator is the main productivity partner with the Executive Director and Managing Director, helping to keep focus on strategic priorities while accomplishing daily priorities. This energetic person will research and implement best practices, optimize schedules, enable efficient communication, and free up valuable mind space.

Working closely with both the Executive and Managing Directors, this person will assist in areas of scheduling, calendar and deadline management, communications, administration, follow up activities, board of directors support, planning, reports, community collaborations and special projects. This role is rooted in versatility, multitasking, flexibility, and adaptability. Every day will be different, and many days the best laid plans will be interrupted. A good sense of humor is essential.

This position requires extensive use of cloud-based information systems such as SharePoint, Office 365, Teams, Salesforce for Nonprofits, Zoom, Canva, and others. Love of Excel spreadsheets is a plus.

The person in this role must consistently reflect the highest level of trust and reliability and maintain consummate confidentiality with access to restricted information.

#### **Main Job Tasks and Responsibilities**

##### **Support the Mosaic Culture**

- Help keep employees, volunteers, and board informed about great things happening
- Organize staff events, meetings, and celebrations of employee and team milestones
- Survey staff on activities and areas of interest for future events
- Organize recognitions and celebrations of on-call staff, MDT partners, and board
- Develop positive working relationships with all levels of staff in all departments
- Maintain staff birthday, anniversary, and celebration schedules

##### **Administrative Support**

- Prepare documents, reports, presentations and correspondence
- Manage receipts, expense and reimbursement reports for Executive & Managing Directors
- Schedule and coordinate meetings, retreats, locates space, order snacks/meals, develops agendas, invites participants, prepares materials, confirms AV and room set up, and wrap-up as needed
- Manage the Executive Director's appointment schedule, making sure proper meeting prep time is added, and follow-up is conducted for all external meetings
- Take minutes and written summaries at meetings when requested; summarize & schedule follow-up actions

### **Resource Development: Government, Foundations, Donors, Events**

- Help keep donors, partners, and community informed about the great things happening here
- Maintain donor information and fundraising campaigns in Salesforce
- Update and maintain contact information for various communications
- Ensure timely acknowledgements and appreciation to donors

### **External Communications & Calendar Management**

- Maintain Constant Contact lists, email distribution lists
- Calendar management for CEO and Managing Director
- Participate in meetings and presentations as requested

### **Board Communications & Support**

- Upload documents for each Board meeting to Board portal
- Assist in preparing meeting agenda, reports, presentations
- Draft meeting minutes for secretary and meeting notes for other committees
- Track follow-up actions from meetings for Executive & Managing Directors
- Administrative support to Board committees
- Support preparations for annual board planning day

### **Key Competencies & Skills**

This role is well-suited for someone with great time management skills who enjoys providing organization to leaders with multiple ongoing projects. Clear, engaging communicator, both in writing and verbally, including the ability to proofread and edit documents.

- Enthusiastic about challenges and solving problems
- Happy juggler of different projects
- Embraces technology as a means to communicate, share information, collect and analyze data
- Skilled in Excel, Word, PowerPoint (we use Office 365).
- Experience with any of these: SharePoint, Teams, Salesforce for Nonprofits, WordPress, Formstack, Constant Contact, donor merchant systems.

### **Ideal candidate will also have:**

- A high level of discretion and diplomacy
- High integrity, dependable and self-motivated
- Natural curiosity, creativity and sense of humor

The Fine Print:

Criminal Background Check and E-Verify: This position will require a criminal background check and E-Verify. References will be contacted. For the health and safety of our team, proof of COVID vaccination is required.

EOE

[www.MosaicGeorgia.org](http://www.MosaicGeorgia.org)

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