

JOB DESCRIPTION: Executive Assistant to CEO

DATE: Revised 8/17/23

REPORTS TO: CEO

JOB TITLE: Executive Assistant to CEO

TYPE: Full-time, 40 hours/week; Hybrid office/remote position.

JOB DESCRIPTION: The National Kidney Foundation of Arizona (NKF AZ) is searching for an experienced, reliable, and task-oriented Executive Assistant. The Executive Assistant will report directly to the CEO and will be responsible for performing a wide range of administrative support duties. This role will also support other foundation staff on a per-project basis, under the direction of the CEO. The ideal candidate is highly self-motivated, professional, discreet, skilled in Microsoft Suite products and comfortable frequently re-prioritizing tasks.

PRINCIPAL DUTIES AND RESPONSIBILITIES:

- Serve as the administrative point of contact between CEO and internal/external demands, enabling him/her to be highly effective in executing his/her role.
- Serve as a liaison to other staff to ensure timely responsiveness of the CEO to organizational and programmatic needs, requests and projects.
- Complete a broad variety of administrative tasks including: co-managing CEO's calendar; composing and preparing correspondence that is sometimes confidential; creating or modifying presentations or documents; and compiling documents for meetings.
- Ensure CEO is prepared for all meetings by organizing appropriate information.
- Assist CEO in coordinating meetings, particularly Board-related, including: preparation of materials, coordination of logistics, attendance phone calls, recording of minutes, sending follow-up documents.
- Develop and maintain CEO's filing system; proactively assist in ways that optimize and improve administrative processes.
- Assist in managing constituent information in Raiser's Edge NXT system; build and run reports from the system as needed.
- Complete credit card expense reports on behalf of CEO in a timely and accurate manner.

- Support marketing and communication projects including the foundation newsletter, email blasts, appeals, annual report.
- Support other NKF AZ staff with clerical-related projects as vetted through the CEO.
- Attend all staff and board meetings, as required.
- Participate in all NKF AZ fundraising events, as requested.
- Other clerical assignments as needed.

MINIMUM QUALIFICATIONS:

Specific requirements include:

- A high school diploma or equivalent.
- Minimum 5 years' experience in an administrative assistant role directly reporting to executive-level management.
- Highly professional interpersonal, phone, and written communication skills, including the ability to communicate effectively with a wide range of audiences.
- Extremely detail oriented and organized, must be excellent with follow-up and follow-through.
- A proven ability to exercise a high level of confidentiality, discretion, diplomacy and sound judgement.
- Ability to work in a team environment.
- Ability to problem-solve, actively re-prioritize, complete work on time and work independently.
- Extensive knowledge of Microsoft Office products.
- Expertise or willingness to become highly savvy in Blackbaud Raiser's Edge database system.
- Personal qualities of integrity, credibility, and a commitment to and passion for NKF of Arizona's mission.
- Must have reliable transportation.
- Bilingual in English/Spanish a plus.

COMPENSATION PACKAGE:

Salary for this position is \$24.04/hour (\$50,000/year). NKF AZ offers an excellent benefit compensation package including medical and dental insurance, paid vacation, holidays and sick time, a 401K plan with match, employee life insurance, and short-term disability. This role is a hybrid role, which offers the benefit of a more flexible work environment.

MENTAL AND PHYSICAL REQUIREMENTS:

Physical effort is light, with lifting or carrying limited to 25 pounds intermittently. Occasionally, there is pressure associated with project or activity deadlines. Work will require extended use of a computer keyboard and monitor or laptop.

APPLICATION PROCESS:

Qualified applicants should email a resume to: HR@azkidney.org with the subject header: Executive Assistant Position. Cover letters are encouraged. No phone calls, please.

NKF AZ is committed to equal employment opportunity and non-discrimination for all employees and qualified applicants without regard to a person's race, color, gender, age, religion, national origin, ancestry, disability, veteran status, genetic information, sexual orientation, or any characteristic protected under applicable law.