

Job Title: Executive Assistant & Board of Directors Liaison
Department: Office of the President
Reports to: President & CEO
Location: Brunswick, GA
Travel: 20-25% US Travel
Salary Grade: E4
FLSA Status: Exempt
Prepared Date: October 17, 2018

JOB SUMMARY

The Executive Assistant (EA) is responsible for the day-to-day function of the Office of the President. The EA facilitates communications and exchange of information between the Office of the President, Board of Directors, Senior Leadership team, and staff. The EA reports to the President & CEO and assumes a high level of administrative duties in the absence of the President & CEO. The EA has full charge of logistics and coordination for Board meetings, receptions and events. The EA is responsible for the coordination of various Board related functions including; Board governance oversight; maintenance of the corporate documents, Board policies and governance committees. The EA assists in the maintenance of the donor portfolio assigned to the President & CEO. Confidentiality is paramount in this role.

ESSENTIAL DUTIES AND RESPONSIBILITIES

EXECUTIVE ADMINISTRATION

Performs a full realm of administrative duties for the President & CEO including; document preparation, power point presentation preparation, filing, printing, photocopying, reconciliation and calculations, transcribing dictation, and receiving and placing calls as necessary on behalf of the President & CEO. Opens and/or distributes Executive office mail. Brings attention to urgent or immediate response required issues.

Drafts correspondence and staff communications for the President & CEO when requested. Reviews, proofreads and approves correspondence sent out under the President's signature.

Manages the President & CEO schedule, including arranging travel logistics, hotel reservations, offsite and onsite meetings and appointments. Prepares travel requisitions and expense reports, including preparation, reconciliation and provision of supporting documents for President & CEO travel expenses. Serves as approval proxy for expenses in the absence of the President & CEO.

Maintains knowledge of use of Agilon (One) donor software. Pulls information and reports as necessary to assist in the maintenance of the President & CEO portfolio. Advises Global Giving Team of required updates and changes as necessary regarding the President & CEO portfolio.

Performs other duties as assigned and requested by President & CEO in order to ensure a smooth work flow within the Executive Office.

Assists Leadership Team with coordination and agenda planning of Senior Leadership Team and Staff Meetings.

MAP INTERNATIONAL BOARD OF DIRECTORS

As Assistant Board Secretary, oversees and coordinates Board governance responsibilities. Through direction of the President & CEO, reviews, updates and maintains the Board Policy Manual, Board By-laws, Board Meeting manuals, Board Orientation documents, Board contact information, Board bios, etc. Ensures accuracy of BOD and BOD Alumni email distribution lists with IT.

Initiates and produces correspondence with the President & CEO signature to the Board of Directors and other member representatives regarding meetings, elections, etc. Prepares Power Point presentations as necessary for Board meetings, events and conferences.

Plans, arranges, and coordinates the agenda and logistics for meetings, receptions, and special events for the President & CEO and/or Board of Directors. Acts as logistical coordinator in the planning of:

- BOD Meetings (ATL or BWK) & Teleconferences
- BOD Executive Committee Meetings & Teleconferences
- BOD Development Committee Teleconferences

Drafts meeting minutes for BOD, Executive Committee and Development Committee meetings.

Acts as liaison for BOD Development Committee Chair. Ensures the committee members have all the necessary information and resources to fulfill the BOD nominations and election processes. Manages the BOD prospect grid and monitors the need for upcoming elections or reelections. Develops New BOD Member information and facilitates the onboarding process.

Drafts Monthly Board Report based on information provided from MAP's leadership team. On behalf of President & CEO, sends Monthly Board Report to BOD and BOD Alumni.

SUPERVISORY RESPONSIBILITIES

This is not a supervisory position.

ORGANIZATIONAL RELATIONSHIPS

Internally – All levels of management and personnel

Externally – Board of Directors, Churches, Donors and third parties.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skills, and/or abilities required and are not comprehensive. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

- Must be able to work extended hours and be available to travel as needed.
- Must have high level of interpersonal skills to handle sensitive and confidential situations.
- Must continually demonstrate poise, professionalism, tact and diplomacy.
- Must be able to interact and communicate professionally with individuals at all levels of the organization, the Board of Directors, Senior Leadership Team, Staff, donors, churches and external partners.
- Must be able to multitask, establish priorities and meet deadlines.
- Must be able to coordinate and plan events and projects as needed.

EDUCATION AND/OR EXPERIENCE

- Bachelor's degree or higher preferred
- 5 + years demonstrated experience as an Executive Assistant
- 10+ years minimum professional experience

OTHER SKILLS AND ABILITIES

- Knowledgeable in use of Outlook calendar to manage projects, etc.
- Has strong computer skills including PowerPoint, Excel, Word, Google Docs, LinkedIn, Mailchimp, etc. as well mobile apps.
- Passionate about MAP's mission.
- Must be a Servant Leader.
- Anticipates and develops recommendations to help support the President & CEO.
- Enjoys organizing, planning and implementing and following up.
- Poised, collected and cool under pressure.
- Good discernment, wise and able to be the gatekeeper to the Office of the President & CEO
- Trustworthy and keeps confidential information confidential
- Works with a sense of purpose and urgency
- "Can do" attitude and comes up with solutions
- Excellent communicator, both verbal and written
- Event and Project management experience preferred

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to stand, walk, sit, use hands and fingers to type, handle or feel, reach with hands and arms, talk and hear. Specific vision abilities required by this job include close vision, color vision and ability to adjust focus during significant computer related work.