



Executive Administrator

This position provides support to the Executive Office and grants department, and assures highly professional and efficient operation of the office and grants department through ongoing documentation, processing and careful scheduling and filing of government and grant records and reports, communications & marketing material tracking, and effective communication with the public, government officials.

This person will be responsible for matters pertaining to daily operations. As such, they will be expected to build professional relationships based on trust and confidence and demonstrate acute sensitivity to the leadership responsibilities of the Executive Office. High levels of organization and discretion is required.

As support to the Grants department, this person will assist in researching and preparing grant proposals, managing the donor database, and assisting in communications and fundraising efforts.

This job demands a highly organized individual who is expert at multi-tasking and able to work well in a dynamic, demanding environment. A bachelor's degree is required. Must have excellent computer skills and be proficient in MS Word, PowerPoint, Outlook and Excel. Must have excellent attention to detail and sound oral and written communication skills. Expert proofing/editing skills are essential. The ability to represent the organization to the community at large will be a key component to success in this position.

Primary duties and Responsibilities:

Executive Office Management- 50%

- Coordinate CEO's daily calendar, preparing each day's meeting schedule, driving directions as applicable, meeting materials, sufficient time blocks for travel and material review pre-meeting, confirmation of all next day scheduling, preparing staff for days meeting schedule, and ensuring staff planning is in sync with the needs of the Executive Office.
- Manage the CEO and support leadership staff calendars so that the executive team can meet deadlines, accomplish tasks in a timely manner, and ensure that scheduling is cohesive. Monthly and weekly calendars should be distributed to account for scheduling changes. Assist with daily responsibilities in order to expedite work efficiency.
- Prepare and edit letters and memorandum, proofread letters and documents.

- Schedule meetings and, prepare minutes, and gather supplies for meetings, copy and distribute materials as applicable.
- Coordinate travel, hotel, and conference arrangements.
- Order and maintain organized and easily accessible files.
- Manage and maintain the main office.
- Ensure all tasks delegated directly from the CEO to staff are done in a timely and efficient manner.
- Ensure all birthdays and special events are calendared and that appropriate recognition or birthday lunch is scheduled. Manage all other office holidays and events with appropriate recognition (flowers, food platters, etc.) Ensure staff is notified of all holidays.
- Work with staff to ensure all deadlines and important events are covered.

Grants and Communications Assistant- 50%

- Assist in planning and executing email and hard mailing campaigns and analyzing campaign effectiveness.
- Research grant prospects and assists in preparing grant proposals.
- Assist in tracking press release/advisory schedule and sending releases on PR system.
- Manages Donor Tracking system
 - Ensure the donor/contact database is accurate and each new gift is entered
 - Create segmented donor mailing and email lists, and coordinate donor communications
 - Ensure that donor acknowledgement letters are accurate and mailed quarterly at minimum.
- Maintain archive of media coverage
- Contribute to the design, writing, and coordination of all print and electronic content including, but not limited to, website, social media, blogs, newsletters, e-newsletters, invitations, development collateral, annual reports, audio/video marketing projects, and other related online and print communications.

Other Duties

- Assist with other projects and duties as needed.

Skills

- Ability to manage multiple projects simultaneously, with strong attention to detail and time management.
- Excellent grammar skills
- Excellent communication and interpersonal skills
- Highly organized, self-motivated, flexible and detail-oriented
- Excellent customer service skills
- Proficient in Microsoft Word, Excel, PowerPoint, Office, Social Media, and database management

Education and Experience

Bachelor's degree required. 3+ years of experience in development and/or communications preferred.

Physical Requirements

This position requires daily use of office equipment. May need to lift up to 45 pounds.

Work Environment

The essential responsibilities of this position are performed in a busy indoor environment in the main office, the My TIME office(s), and occasionally the construction site(s). The employee must be able to keep focused in an environment with interruptions and distractions. Other responsibilities, such as special events, some weekends, may require work to be completed outdoors including on construction job sites.

Travel Requirements

Periodic travel within Los Angeles County for meetings and trainings. Infrequent travel outside of Los Angeles County by car or airplane for trainings, meetings and conferences. Must have own vehicle and maintain a valid driver's license and insurance as required by law.

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Please submit your resume and cover letter to Stacey Chiang at SChiang@Homes4Families.org

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BENEFITS

Health, dental, vision, 403(b) retirement plan