



## **EXECUTIVE ASSISTANT**

### **JOB DESCRIPTION**

#### **Organization Description**

Greenville Housing Fund is a non-profit organization founded in 2018, with the mission to increase the availability of high-quality, affordable rental and homeownership opportunities across Greenville County. We engage and encourage the broader community to advocate for more affordable places to live; we make investments in affordable housing development through funding programs and financing; and we acquire land for future development. More information about GHF can be found at [www.greenvillehousingfund.com](http://www.greenvillehousingfund.com).

#### **Position Overview**

The Executive Assistant will provide administrative support to ensure efficient internal and external operation of the office. This position will support the work of GHF managers and employees through a variety of tasks related to organization, record-keeping, and communication, as well as public-facing representation of the organization. The Executive Assistant will report to the CEO, but will provide general administrative support across the organization. This is an excellent opportunity for a confident, self-directed individual who thrives in an intense, do-it-yourself, start-up environment and possesses the ability to work well on a cross-functional team and among diverse communities.

#### **Primary responsibilities will include:**

- **CEO Support.** Work closely with the CEO to keep them well informed of and prepared for upcoming commitments and in handling on-going responsibilities. Anticipate the CEO's needs in advance of meetings, conferences, etc. Work with the staff team to coordinate the CEO's outreach activities. Follow up on contacts made by the CEO to cultivate ongoing relationships. Serve as the primary point of contact ("gatekeeper/gateway" role) for internal and external constituencies on all matters pertaining to the CEO, including those of a highly confidential or critical nature. This responsibility will involve prioritizing and determining an appropriate course of action, referral, or response, while exercising judgement to reflect the CEO's style and GHF organizational policy. Provide a bridge for smooth communication between the CEO and staff, and act as a barometer in the office environment, flagging concerns needing the CEO's attention.
- **Scheduling and Coordination.** Provide sophisticated calendar management for the CEO, staff team, Board of Directors and Board committees, and GHF projects. Coordinate all GHF team meetings and retreats, and assist with staff meetings and events as needed. Make judgements and recommendations to ensure smooth day-to-day engagement and event schedules.

- **Board of Directors Support.** Act as a liaison and provide support to the Board of Directors. Arrange and handle all logistics for Board meetings and events: schedule meetings; draft agendas in coordination with the CEO; compile and distribute presentation materials; and record meeting minutes on behalf of Board Secretary. Adhere to compliance with applicable rules and regulations set in GHF bylaws regarding Board matters.
- **Office Management.** Complete a broad variety of administrative tasks that facilitate the organization's smooth operation and serve to support all staff, including: designing and producing complex documents, reports, and presentations; collecting and preparing information for meetings with outside parties; composing and preparing correspondence; maintaining contact lists; making travel arrangements; completing expense and mileage reports, and assisting with special projects. Manage all aspects of organization's office services. Assist in the selection of vendors, and purchase equipment, services, and supplies necessary for effective operation of the organization. Replenish office materials, such as printer supplies, paper, office supplies, snacks/water, etc. Evaluate and assist in developing office policies and procedures for improved work flow and in anticipation of future needs as the organization grows.
- **Communications/Outreach:** Provide hospitality and strive to create a welcoming environment for all guests. Answer main phone line and respond to verbal, written or web-based inquiries. Process and distribute daily mail. Maintain open communications with the CommunityWorks team, including meeting regularly with their operations and finance staff and providing information and documents as needed. Provide event management and support as necessary.
- Other projects/duties as assigned for the overall benefit of the organization.

**Successful candidates will possess the following qualifications:**

- Substantial executive support experience, including support of C-level executives. Experience working with a nonprofit Board of Directors is highly preferred.
- High degree of professionalism in interacting with diverse groups of people, including Board members, senior executives, staff colleagues, community leaders, donors, and funded partners; the ability to execute job responsibilities with a diversity, equity, and inclusion lens is critical.
- Strong verbal and written communication skills.
- Exceptional organizational skills and impeccable attention to detail. Practiced and adept at making appropriate, informed decisions regarding priorities and time management.
- Excellent judgment, and ability to maintain a high level of integrity and discretion in handling confidential information.
- Skilled with Microsoft Office Suite software and applications. Ability to design and edit graphic presentations and materials; desktop-publishing software skills are a plus. Familiarity with IT infrastructure and office networks, and the ability to provide basic IT troubleshooting and support for office devices and equipment, and to interface with outside IT vendors and service providers regarding organization IT needs or concerns.
- Capable of completing a large volume of tasks and projects with minimal guidance. Ability to react with appropriate levels of urgency to situations and events that require quick response or turnaround, as well as the flexibility and the capacity to switch gears at a moment's notice.

- Ability to “manage up,” with strong internal motivation to help create an enthusiastic, productive intra-office dynamic.

### **Education and Experience**

- Significant administrative support or office management experience (3+ years) strongly preferred.
- Experience working in housing or real estate development, finance, or related fields, or with nonprofit organizations, is a plus.
- High school diploma or equivalent required; college degree preferred.

### **Salary and Application Information**

Salary range starting at \$35,000, depending on qualifications and experience. Excellent benefits include health, dental and 401(k) retirement plan. Start date as soon as possible.

Interested candidates should send a resume, references, salary history, and thoughtful cover letter describing your specific qualifications and interest in the position, with **EXECUTIVE ASSISTANT** in the subject line, to [Careers@greenvillehousingfund.com](mailto:Careers@greenvillehousingfund.com).

Applications will be reviewed as they are received. **Submissions without cover letters will not be considered.** Applicants who best match the position needs will be contacted. Please, no telephone inquiries. For information about the Greenville Housing Fund, please visit [www.greenvillehousingfund.com](http://www.greenvillehousingfund.com).

*The Greenville Housing Fund is an Equal Opportunity Employer, committed to maintaining a diverse and inclusive workplace.*