

COMMUNITY FIRST FUND TEAM MEMBER PROFILE

Date: 10/2020

Name: Vacant

Position/Title: Director of the Executive Office

Department: Executive Reports To: President and CEO

Salary Band: Management & Oversight

CHARACTERISTICS

- Organized/ Efficient
- Approachable
- Analytical
- Independent/ Self-motivated
- Adaptable
- Flexible
- Ethical
- Goal Oriented
- Self-assured/confident
- Critical Thinker
- Conscientious
- Outgoing
- Intuitive
- Performs well in a fast paced work environment
- Supportive
- Curious
- Creative
- Self-aware
- Committed to learning

SKILLS

- Ability to maintain confidentiality around sensitive topics
- Strong written and verbal communication skills.
- Proficiency in Microsoft Products
- Capacity to learn departmental software systems and databases, including but not limited to Customer Relationship Management software and Microsoft Office 365.
- The ability to maintain a high degree of accuracy and attention to detail.
- Ability to work independently.
- Strong analytical skills.
- Strong time management skills.
- Ability to work effectively with racially and socially diverse individuals.
- Bi-lingual English/Spanish preferred

EXPERIENCE

- 3 – 5 years of experience as executive level staff or in support of executive level staff
 - Bachelor's degree or commensurate experience in business, accounting, or financial fields.
 - Financial experience preferred
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ROLE:

The Director of the Executive Office (DEO) enhances the effectiveness of the President and CEO by coordinating and managing the administrative duties in addition to other tasks important to the efficient functioning of the office. The DEO supports the Executive Leadership Team by coordinating executive-level projects, coalitions, teams and the Board of Directors. The DEO supervises the Executive Administrative Assistant

RESPONSIBILITIES:

1. Support of the President and CEO
2. Coordination of the activities of the Board of Directors
3. Support of the Executive Leadership Team
4. Leadership and Management of the Executive Administrative Assistant
5. Individual, Team and Company Participation

EXPECTATIONS:**1. Support of the President and CEO**

- a. Produces information by transcribing, formatting, inputting, editing, retrieving, copying, and transmitting text, data, and graphics
- b. Conserves CEO's time by reading, researching, responding, and routing electronic and hard copy correspondence; drafting letters and documents; collecting and analyzing information; triaging email, voice mail and other telecommunications
- c. Maintains calendar and appointment schedule by planning and scheduling meetings, conferences, teleconferences, and travel
- d. Maintains staff and board confidence and trust; exercises discretion and confidentiality at all times
- e. Attends meetings with the CEO and on the CEO's behalf and prepares summary memos, distributes follow up assignments as needed
- f. Prepares reports by collecting and analyzing information as directed
- g. Research and initiate projects at the direction of the CEO
- h. Communicates key decisions and requests to senior managers as directed
- i. Maintains professional and technical knowledge; offers suggested improvements for office administrative functions

2. Coordination of the activities of the Board of Directors

- a. Oversees correspondence and meeting minutes for the Board of Directors including Board committees
- b. Maintains all documents for the Board of Directors in a manner that is achieved and organized for current and future use
- c. Organizes, schedules, and prepares meetings of the corporate Board of Directors and other affiliated organizations
- d. Organizes and oversees ongoing and regular correspondence and communication

3. Support of the Executive Leadership Team

- a. Schedule and attend executive leadership meetings, documenting meeting key actions, and maintaining the action logs

- b. Assist with the preparation and distribution of executive level metrics and dashboards
- 4. Leadership and Management of the Executive Administrative Assistant**
 - a. Provides day to day supervision, training and evaluation to the Executive Administrative Assistant
 - b. Ensures all staff are adequately trained to perform requisite duties
 - c. Provides inspirational leadership consistent with our mission
 - d. Complies with all supervision requirements
- 5. Individual, Team & Company Participation**
 - a. Quarterly Coaching Sessions and Annual Review Meeting
 - b. Executive Leadership Meetings
 - c. Senior Management Meetings
 - d. Opportunities Meeting, Quarterly Business Meeting
 - e. Participate in training, assessments and surveys as directed
 - f. Special Events Attendance & Support

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 frequently required to stand, sit, talk and hear.
- The employee is occasionally required to move about the office; use hands and fingers to feel, handle, or operate office equipment.
- Specific vision abilities required by this job include close vision and the ability to adjust focus.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- The work is performed primarily in an office or client business setting. The noise level in the work environment is moderate.
- Travel in a wide geographic area is required approximately 30% of the time. Employee must have transportation in order to travel outside of the office for meetings, conferences, client visits and other job-related commitments.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position. The team member profile does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.