



## **Job Description:**

### **Executive Assistant to the Chief Executive Officer (CEO)**

**Status:** Full-time

**Salary:** \$71,966 (DOE)

**Location:** Sacramento or Los Angeles, CA

**Reports to:** Chief Executive Officer

### **About ValorUS (VALOR)**

Founded in 1980, ValorUS (VALOR) is a statewide and national organization dedicated to a mission of "preventing and ending sexual violence by advancing equity and eradicating oppression." VALOR envisions a world free from violence where the dignity of every person is valued and respected. In order to achieve this vision, VALOR relies on its values and guiding principles:

- Fearless
- Transformative
- Justice
- Collective Power
- Equity

### **Position overview**

The Executive Assistant (EA) serves as the primary point of contact for internal and external constituencies on matters pertaining to the Office of the Chief Executive Officer (CEO). In addition to typing, scheduling, performs duties such as coordination of meetings and conferences, working on special projects. Also, routinely answers correspondence and assembles highly confidential and sensitive information. Deals with a diverse group of important external callers and visitors as well as internal contacts at all levels of the organization. Independent judgment is required to plan, prioritize, and organize diversified workload. The EA provides support to VALOR's Senior Management Team and interfaces with the board of directors based on the CEO's needs or request

### **Core responsibilities**

- Executive Support - Completes a variety of administrative tasks for the CEO including:
  - Preparing correspondence that is sometimes confidential
  - Coordinating and responding to calendar requests (internal and external)
  - Managing an active calendar of appointments
  - Gathering material to prepare CEO for various appointments
  - Staffs the CEO at meetings when appropriate
  - Completing expense and credit card reports
  - Composing and arranging detailed travel plans, itineraries, and agendas.
  - Works closely and effectively with the CEO to keep them well informed of upcoming commitments and responsibilities, following up appropriately.
  - Works closely and effectively with the Executive Leadership Team, providing administrative/project support as requested and available.
- Provides a bridge for smooth communication between the CEO's office and internal

departments; demonstrating leadership to maintain credibility, trust, integrity and support with senior management and other staff.

- Communicates directly, and on behalf of the CEO, with Board members, donors, and others, on matters related to the CEO's priorities and initiatives.
- Successfully completes deliverables in a timely manner, including drafting acknowledgment letters, personal correspondence, and other tasks that facilitate the CEO's ability to effectively lead the organization.
- Prioritizes conflicting needs. Handles matters expeditiously and proactively. Follows through on projects to successful completion, often with deadline pressures.
- Assists in the planning, coordination, and implementation of special events, such as fundraisers, conferences or other statewide or national gatherings, etc.
- Performs other duties as requested. Oversees the submission of pre- and post-award grants in government online portals/systems.
- Administrative support
  - Staffs CEO in meetings (Zoom and possibly in-person), taking notes and coordinating and/or implementing follow up items.
  - Provides support by ensuring the CEO is provided with briefing materials including presentations, resources needed and logistical information in advance of meetings, trainings etc.
  - Attends to phone calls and emails, prepares, and edits correspondence, reports, memos and letters.
  - Supports administrative leadership in updating and improving VALOR's hiring, onboarding and other processes as needed.
- Board support and liaison
  - Serves as the CEO's administrative liaison to the board of directors.
  - Supports the CEO and the board by ensuring board minutes are taken and finalized; meeting schedule and logistics are set; refreshments/meals, if needed, are provided; and materials are prepared and distributed in advance.
  - Coordinates and staffs Board Committee meetings including scheduling, preparing and distributing notices/memos, agenda, minutes, and materials.
  - Assures a high level of accuracy, professionalism, and confidentiality in all matters related to the Board of Directors.
  - Maintains discretion and confidentiality in relationships with all board members.
  - Coordinates travel arrangements for Board Members as needed, working in conjunction with other administrative and training staff.
  - Updates information in all relevant places when any changes occur in Board Members.
  - Coordinates Board Committee meetings (Human Resources, Governance, Executive, and others as requested) including scheduling, notices/memos, agenda, minutes, and materials.
  - Assists board members with board meeting/retreat travel arrangements, lodging, and meal planning as needed.
  - Maintains files of all Board and Committee meetings, attendance records, conflict of interest statements, donation pledges and other information related to the Board.
- Senior management Support to the CEO
  - Assists in coordinating the agenda of senior management team meetings, the all-staff meetings, and any off-site meetings for the CEO and/or senior management team.
  - Provides structured leadership for CEO follow-up to decisions/action items.
- Communications and outreach
  - Ensures that the CEO's bio, resume, and photographs are kept updated and responds to requests for materials regarding the CEO and the organization in general.
  - Edits and completes first drafts of written communications to external stakeholders

- and submits to CEO for review/signature.
- Coordinates final reviews with the Public Affairs Department as appropriate.
- Represents the organization during community projects or other gatherings as designated.
- Development
  - Supports grant and foundation proposals as directed.
  - Assists CEO and Development Team members in development activities as requested.
- Strategic initiatives
  - Works with other staff teams, including Program, Fund Development, Public Affairs, and Finance in coordinating the CEO's outreach activities and key partnerships.
  - Follows up on contacts made by the CEO and supports the cultivation of ongoing relationships.
  - May conduct research (within skills and expertise) to assist with projects or inquiries. Supports the capacity building of managers and others involved in grant management and implementation.
- Other
  - Performs other duties as assigned by the CEO and/or executive team.

### **Qualifications and Experience**

- Education and experience requirements
  - Bachelor's degree in business management, administration, or related field.
  - Creativity paired with strong judgement and organizational skills.
  - Strong work tenure: at least five years of experience supporting executive-level staff, preferably in a nonprofit organization.
  - Strong organizational skills that reflect the ability to perform and prioritize multiple tasks seamlessly with excellent attention to detail.
  - Ability to work independently on various projects, from conception to completion, handling a wide variety of activities and confidential matters with discretion.
  - Experience and interest in internal and external communications, partnership development, and building strong working relationships.
  - Excellent communications skills including both written and verbal communication with the ability to be discrete with confidential and sensitive information; bilingual proficiency in English and Spanish, including speaking, reading, and writing preferred.
  - Proficient in Microsoft Office (Word, Excel, and PowerPoint), Adobe Acrobat, and social media web platforms.
  - Proven ability to handle confidential information with discretion, be adaptable to various competing demands, and demonstrate the highest level of customer/client service and response.
  - Strong community awareness and astuteness.
  - Experience working with, or strong understanding of, traditionally underserved, marginalized communities.
  - Ability to meet deadlines and make effective decisions.
  - Ability to successfully navigate in a fast-paced, outcomes-driven, and entrepreneurial environment.
  - Demonstrated commitment to the values of diversity, inclusion, and empowerment.
- Physical requirements
  - Prolonged periods sitting at a desk and working on a computer; regularly stand and walk within the office setting and building complex; occasionally work at an off-site

location.

- Ability to lift up to 25 pounds occasionally.
- Vision abilities include close vision, color vision, peripheral vision, and depth perception.
- Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

### **Work Environment**

VALOR strives for diverse, equitable, and inclusive work environment and does not discriminate on the basis of race, color, religion, creed, national origin, sex, age, (dis) ability, marital status, sexual orientation, gender identity, language, place of residence, political affiliation, veteran status, status regard to public assistance, or any other class protected by local, state, or federal law.

### **Travel Requirement**

There may be local, statewide, or national travel required. Mileage is reimbursed.

The above statements are not intended to encompass all functions and qualifications of this position; rather, they are intended to provide a general framework of the requirements of the position. Job incumbents may be required to perform other functions not specifically addressed in this job description. VALOR offers a highly competitive salary and benefits package, commensurate with experience and skills.

### **To Apply**

Please send a resume, a cover letter that includes how your skills and experience meet the qualifications of the position to [jobs@valor.us](mailto:jobs@valor.us). Please include Executive Assistant in the subject line. This position will be open until filled. Please be prepared to submit a writing sample and three references upon request.

### **VALOR is an Equal Opportunity Employer**

**VALOR encourages applicants from a diverse pool of candidates including candidates of color, candidates with disabilities, candidates who identify with the LGBTQ community and others.**

**VALOR makes reasonable accommodations for qualified individuals. All employment actions are based solely on an individual's qualifications without regard to race, color, sex, marital status, religion, religious creed (including dress and grooming practices), national origin, ancestry, citizenship, physical or mental disability, medical condition (including cancer and genetic characteristics), (including pregnancy, childbirth, breastfeeding, or related medical conditions), gender, gender identity, gender expression, age, sexual orientation, veteran and/or military status, protected medical leaves (requested or approved for leave under the Family and Medical Leave Act or the California Family Rights Act), domestic violence victim status, political affiliation, and any other status protected by state or federal law.**