

UNITED WAY OF GREATER CHATTANOOGA

Job Description



POSITION TITLE: Executive Assistant to the Vice President

FLSA STATUS: Full Time/Exempt

DEPARTMENT: Finance and Operations

REPORTS TO: Vice President of Finance and Operations (VPFO)

Purpose of Position:

The Executive Assistant will work directly for, and with, the VPFO to increase organizational effectiveness. The primary functions for this role include support to the VPFO, project management, completion of tasks related to the VPFO's meetings and priorities, scheduling/meeting reminders/logistics/etc., for the VPFO, and ensuring that internal and external executive tasks are completed accurately and on-time. The position will require strong communication skills and will interface with both internal and external stakeholders daily. Excellent customer service skills, a focus on solutions, a positive attitude, and attention to detail are required. Duties require planning, organizing, and performing a variety of duties applying a wide range of procedures and rules. Duties require attention to detail, high degree of accuracy, reliability, timeliness, alertness, and use of judgment. Also requires writing ability, creativity, and concentration. Access to and use of confidential data where discretion/sensitivity is of utmost importance. Mature judgment and confidence.

Essential Job Functions:

- Manage calendar, meeting logistics and reminders, and correspondence for VPFO and their committees.
- Support the Finance and Operations teams as appropriate.
- Prepare presentations for staff and committees on VPFO behalf.
- Coordinate donor and community acknowledgements and thank you letters from VPFO.
- Manage agendas, meeting reminders and act as liaison with staff for internal and external reporting.
- Write draft correspondence on behalf of VPFO.
- Set and manage calendar, messages and staff requests for VPFO including appointments, travel, meeting logistics, and internal deadlines.
- Provide project management for executive office initiatives, including strategic priorities.
- Attend and take notes for committee meetings; create action items and assignments for staff.
- Manage deadlines for VPFO and staff tasks; ensure follow up and completion of time sensitive tasks.
- Work collaboratively with all staff / cross-departmental teams to ensure accurate and timely completion of financial, strategic goal and cross departmental projects.
- Work as an extension of VPFO to serve as needed in finance, accounting, operations, IT and human resources.
- Serve as a communication, planning and implementation resource to the finance and operations team.
- Manage projects related to tracking organizational and departmental metrics of top priorities and projects as well as other ad hoc projects.

- Research best practices related to UWGC focus areas. Produce reports as necessary for VPFO.
- Greet and accommodate building visitors.
- Serve as first point of contact for IT issues, requiring full use and knowledge of Microsoft 365 products as well as virtual office.
- Direct connection and management with UPIC and ACT operations, and setting up/establishing technological needs to the office and employees of UWGC (ex. computer, printer, equipment, etc.)
- Be the in-house expert on knowledge of our domain: finance systems, operations systems, bylaws and policies/procedures; detail oriented in executing tasks for functioning of finance operations; works across org lines to be the go-to for source of truth when answering operational needs

Skills and Experience:

- Bachelor's degree required
- Minimum 3-5 years of professional experience
- Program or office management
- Project Management experience preferred
- Exemplary writing, editing and communication skills
- Exemplary customer service skills
- Ability to communicate with individuals effectively and confidently at all levels of professional experience, including C suite executives
- Attention to detail
- Tact, discretion and ability to handle confidential donor and organization information
- Ability to multi-task
- Strong implementation skills
- Organized
- Willingness to work a flexible schedule, including occasional evening and weekend hours.
- Fluent in the English language, both oral and written, including correct punctuation, spelling and grammatical usage.
- Ability to complete basic math as well as create, review, and interpret reports and graphs.
- Proficient in the latest Microsoft Office Environment (Word, Excel, PowerPoint, Outlook), serving as an-house expert.
- Understanding of and commitment to the mission, vision, and goals of UWGC.

Physical Requirements:

These physical demands are representative of the physical requirements necessary for an employee to successfully perform the essential functions of the Executive Assistant. The employee is required to talk and hear, frequently stand, and bend, walk, use hands and fingers to handle and/or lift and up to 25 pounds. The employee is required to reach with hands and arms and sit for long periods of time.

Work Environment:

This role is performed onsite in a professional office setting with moderate noise level. This position also visits other workplaces with a variety of physical environments and dress standards therefore flexibility is a must.

Position Type/Expected Hours of Work:

This is a full-time position, and general hours of work are Monday through Friday, 8:30 a.m. to 5:00 p.m. Occasional irregular hours and weekend work may be required. This position may request flexible work arrangements including hours and days worked.

As with every job at United Way, it is not possible to define jobs precisely. Should the need exist, every person in the organization will assist in any way necessary to assure an efficient and cooperative environment.

If you would like to apply for this position, please submit your cover letter and resume to resume@uwchatt.org.

United Way of Greater Chattanooga is committed to equal opportunity employment by affirming the value of diversity and by promoting an environment free from discrimination. UWGC encourages people of diverse backgrounds and experiences to apply for this position.