



Executive Assistant Sterling, Virginia

Full-Time (Exempt) \$40-50K salary

Benefits Include: Health, dental, vision and life insurance • Paid time off (PTO), 15-18 paid holidays and a paid floating holiday • 401(k) with company match • Flexible work schedule.

Organization Overview

Women Giving Back (WGB) is a non-profit organization that provides local women and children living in poverty and/ or emerging out of homelessness, with quality clothing and other necessities that they need. WGB operates a dedicated boutique, diaper pantry and warehouse facility in Sterling, Virginia where women can shop in a dignified environment, free of charge, through referrals from human service providers and community partners assisted by volunteers.

Position Overview

The Executive Assistant provides dependable administrative support to CEO, Committees, and the Board of Directors. The Executive Assistant will report directly to the CEO but will also have significant interaction with the Board and Committee members.

RESPONSIBILITIES

- Provide a full range of day-to-day administrative support to ensure that the CEO and agency operate in an efficient manner.
- Provide support for internal and external meetings including scheduling, invitations, preparing, distributing/uploading materials, setting up space, arranging food and beverage, and taking notes.
- Successfully complete critical aspects of deliverables, including personal correspondences, agendas, presentations, reports, and other tasks that facilitate the CEO's ability to effectively lead the organization.
- Assist with the processing of gifts, sponsorships, pledges, and other contributions to ensure timely donor acknowledgment and the integrity of constituent records in the CRM and accounting systems.
- Compile, evaluate and analyze pertinent data and generate summary financial and programmatic reports.
- Provide grant writing and reporting support.
- Processes expense reimbursement reports, deposits, and bankcard statements.
- Provide audit-related and financial administrative support.
- Research potential grants, donors, and partnerships.
- Communicates directly with board members, donors, staff, and external stakeholders, on matters related to CEO's programmatic and strategic initiatives or schedule.
- Work closely with the CEO to help manage the process of cultivating, stewarding, and developing new relationships with funders, partners, and elected officials.
- Assist with maintaining contact with the offices of corporate and foundation funding sources, key private donors, and their staff.
- Follow up on contacts made by the CEO and supports the cultivation of ongoing relationships and communicates directly on the CEO's behalf.



- Provide logistics and support for WGB's events including annual events, peer to peer fundraisers, auctions, donor cultivation and solicitation events.
- Coordinate with external groups wishing to support WGB through special events and speaking engagements.
- Assist and manage other projects and activities as assigned by the Executive Director.

QUALIFICATIONS

- A degree in related field preferred; or equivalent combination of education and experience.
- Prior experience providing administrative support for an executive and/or board in an office or environment is required. Nonprofit and finance experience is a plus.
- Strong attention to detail, organizational skills, work ethic and ability to multiple projects simultaneously and prioritize to meet deadlines.
- Excellent communication skills both in a written and verbal English.
- Ability to work collaboratively in a team environment as well as independently under one's own initiative.
- Possess strong interpersonal skills and cultural competence and the ability to build positive relationships with diverse people and communities.
- Position requires occasional local travel, and applicant must have own transportation and a valid driver's license (with reimbursement for travel costs).
- Position requires some flexibility in schedule to work an occasional evening and/or Saturday.
- Polished professional who values integrity and maintains confidentiality and discretion.
- Strong computer skills and advanced proficiency in Microsoft Office and the ability to master use of databases, CRM, and other web-based tools. QuickBooks experience is a plus.
- Strong sense of humor; our work is hard yet rewarding. Laughing together is essential.

PHYSICAL DEMANDS OF THIS POSITION: Must be able to constantly sit, walk, bend, twist, climb, reach above shoulders, kneel, and squat. Must be able to lift and carry a minimum of 50 pounds on a frequent basis. Must be able to see, talk and hear to exchange accurate information with internal and external individual.

TO APPLY: Send a thoughtful cover letter and resume to info@womensgivingback.org with "Executive Assistant" in the subject line. No phone calls, walk-ins, or social media inquiries. If your application is selected, you will be contacted for an interview.

Women Giving Back is an Equal Opportunity Employer and is committed to fostering diversity within its staff that is representative of the communities we serve. Applications from individuals having diverse backgrounds and life experiences are strongly encouraged to apply. We seek candidates who will contribute to diverse, equitable, and inclusive environments for our clients, volunteers, and staff. We are open to the possibility that a great candidate for this job may not precisely meet all the above criteria; if you believe you are the right person for the job and can persuasively make that case, we encourage you to apply.