

**Job Title:** Executive Assistant

**Reports To:** Executive Director

**Main Function:** The Executive Assistant's primary role is to assist and support the Executive Director in all functions to fulfill Arch Grants' mission.

**Compensation:** This is a full-time, salaried position. Annual salary of \$42,000 - \$47,000 and full benefits, including medical insurance, paid-time-off, retirement fund matching, etc.

**Duties & Responsibilities:**

- Prepare drafts of emails, letters, reports and other key correspondence for the Executive Director
- Manage the Executive Director's calendar and appointment schedule, coordinating with external and internal parties as necessary
- Assist with the planning and preparation for Board of Directors meetings
- Ensure that the Executive Director is well-prepared for all internal and external meetings
- Assist Executive Director with maintaining active records and reports in the CRM (Salesforce)
- Plan in-house or off-site activities and events, including team meetings, Board meetings and other key stakeholder meetings/events
- Perform office duties, including ordering supplies, managing vendors (e.g. printer vendor, cleaning crew, etc.)
- Other duties as assigned

**Qualifications**

- Proven experience as an Office manager, Executive Assistant or Administrative assistant
- Proficiency in MS Office (MS Excel and MS Outlook, in particular) and emailing tools, and willingness to learn new tools (e.g. Salesforce, QuickBooks, etc.)
- Excellent time management skills and ability to multi-task and prioritize work
- Exceptionally organized and detail-oriented
- Ability to meet deadlines and function effectively in a fast-paced, quickly changing environment
- Proactive approach to problem-solving with strong decision-making skills
- Strong written and verbal communication skills
- Strong interpersonal skills

To apply, please send a resume and cover letter to [hiring@archgrants.org](mailto: hiring@archgrants.org).