

Position Description

Position Title: Executive Assistant

Location: Remote

Reports to: Executive Director

Status: Full-time, non-exempt

Position Summary

Reporting to the Executive Director, the Executive Assistant serves as an integral member of the IllumiNative team and works to support IllumiNative's Executive Director to facilitate effective relationship and workflow management, scheduling, communications, and internal operations support for the Executive Director.

The Executive Assistant will be an important partner to the Executive Director and will be expected to build a key understanding of IllumiNative's mission, approach, research, departments, and programs in order to fulfill their duties. This position provides direct support to the Executive Director in their day-to-day needs including management of the Executive Director's schedule and commitments including but not limited to: coordination of scheduling unique and recurring meetings external partners and internal programmatic teams, project and logistics management, coordination of booking travel, management of PR/speaking engagements, and ensures appropriate prioritization, timeliness, accuracy, and adherence to response protocols. The Executive Assistant will also manage and file monthly expense reports and credit card reconciliations as well as answer email correspondence as needed for the Executive Director.

The Executive Assistant will also support the Executive Director in their management of the Board of Directors, assessing opportunities for communication touchpoints, preparation of board packets for Board meetings, assist with taking Board minutes, and strategic Board engagement.

The Executive Assistant will also prepare PowerPoint presentations for the Executive Director for presentations, conduct needed research, and draft memos and other key correspondence on behalf of the Executive Director. When necessary, the Executive Assistant will be asked to sit in meetings for the Executive Director to take notes and share approved talking points, etc.

The Executive Assistant will also support internal operations, with direction from the Executive Director, in order to achieve specific goals that relate to fostering a collaborative and enriching environment for Executive Leadership and staff. This can include research, needs assessments (surveying, polling, feedback sessions); and ongoing team support.

This position will also be responsible for the day-to-day management of various initiatives as directed by the Executive Director, liaison across organizations and departments, and act as an ambassador for the organization.

Organization Summary

ILLUMiNative is a national, Native woman-led racial and social justice organization. Our mission is to build power for Native peoples by amplifying contemporary Native voices, stories, and issues to advance justice, equity, and self-determination. We utilize research, narrative and culture change strategies, movement-building and digital organizing to dismantle white supremacy and mobilize public support for Native issues. To learn more about our work, visit www.illuminatives.org

Responsibilities and Tasks

Responsibilities

- Provide sophisticated calendar management for the Executive Director. Prioritize inquiries and requests while troubleshooting conflicts; make judgements and recommendations to ensure smooth day-to-day engagements. This includes problem solving and ensuring a manageable workload and meeting schedule for the Executive Director that balances important external meetings and internal meetings, both unique and recurring, with the need for the Executive Director to have time to manage and respond to the work load, day-to-day demands, and engage in the development of organizational strategy, planning, and development.
- Ensure that the Executive Director has appropriate briefing materials, agenda, etc. before all meetings.
- The Executive Assistant will handle all logistics for Board meetings and events: schedule meetings; draft agendas; develop, compile, and distribute presentation materials; and record meeting minutes on behalf of Board Secretary. Adhere to compliance with applicable rules and regulations set in bylaws regarding Board matters.
- Complete a broad variety of administrative tasks that facilitate the Executive Director's ability to effectively lead the organization, including: assisting with special projects; designing and producing complex documents, reports, and presentations; collecting and preparing information for meetings with staff and outside parties; composing and preparing correspondence; maintaining contact lists; making travel arrangements; and completing expense reports.
- Serve as the primary point of contact for internal and external constituencies on all matters pertaining to the Executive Director, including those of a highly confidential or critical nature. Prioritize and determine appropriate course of action, referral, or response, exercising judgement to reflect the Executive Director's style and organization policy.
- Work closely with the CEO to keep them well informed of upcoming commitments and responsibilities, following up appropriately. Act as a "barometer," having a sense for the issues taking place in the environment and keeping the Executive Director updated. Anticipate the Executive Director's needs in advance of travel, meetings, conferences, etc.
- Coordinate all Executive Team meetings as needed.
- Provide "gatekeeper" and "gateway" role, providing a bridge for smooth communication between the Executive Director and staff, demonstrating leadership grounded in core values to maintain credibility, trust, respect, and support with the Executive Team and staff.
- Complete projects by assigning work to appropriate staff, including the Executive Team, on behalf of the Executive Director.

- Work with the Executive Director to conduct outreach activities. Follow up on contacts made by the Executive Director to cultivate ongoing relationships with prospective partners, collaborators, funders, and others critical to advancing the mission of the organization.
- Provide event management support as requested.
- Support the Executive Director with other needs related to speaking engagements, including handling honoraria payments, providing speaker bios, preparing PowerPoint presentations, and other organizational and support materials as needed.
- Provide meeting support including contacting stakeholders, coordinate the development of meetings agendas and materials and maintaining accurate meeting notes and action item lists.
- File and organize correspondence.
- Coordinate the booking of travel for the Executive Director and prepare full travel itineraries in advance of all travel.
- Manage and file monthly expense reports and credit card reconciliations.
- Answer email correspondence as needed for the Executive Director.
- Attend virtual and sometime in person meetings with the Executive Director to take notes and to help manage action items as they pertain to the Executive Director and other key staff and partners.
- The Executive Assistant may at times be asked to attend meetings when the Executive Director is unable to attend to take meetings notes, share approved talking points/action items, and report back to the Executive Director any updates and action items from the meetings.
- Assist with project management and logistics for the Executive Director for special projects as assigned by the Executive Director.
- Develop summaries, reports, or other documents as needed for decision-makers.
- Evaluate, troubleshoot, and report on internal operations initiatives.
- Other duties as assigned.

Education, Experience, Knowledge, Skills and Ability

- Bachelor's degree is required.
- Minimum 3 years' experience as an Executive Assistant in nonprofit, tribal, movement, or related organization.
- Integrity, positive attitude, mission-driven, and self-directed with demonstrated passion for IllumiNative's mission and commitment to building power for Native peoples.
- High degree of professionalism in dealing with diverse groups of people, including Board members, senior executives, staff, community leaders, donors, and funded partners.
- people in both remote and in-person settings.
- Ability to multitask and prioritize tasks.
- Excellent time management skills.
- Well-developed organizational skills.
- Attention to detail.
- Great verbal and written communication skills.
- Needs to be resourceful, innovative, proactive, and not easily flustered in busy and stressful situations to support the Executive Director
- Able to maintain a high level of integrity and discretion in handling confidential information.

- Make appropriate, informed decisions regarding priorities and available time.
- Ability to complete a high volume of tasks and projects with little or no guidance.
- Ability to react with appropriate levels of urgency to situations and events that require quick response or turnaround.
- Excellent judgment is essential.
- Ability to switch gears at a moment's notice.
- Significant executive support experience, including supporting C-level executives. Nonprofit board experience is highly-preferred.
- Expert proficiency with Microsoft Office and desktop publishing software; ability to design and edit graphic presentations and materials quickly on a range of topics related to the organization's mission, departments and special initiatives.
- Technical proficiency and problem-solving skills related to: IT infrastructure; IT support and troubleshooting; and cloud-based environments (web-based applications).
- Exceptional organizational skills and impeccable attention to detail.
- Thrive in an intense, entrepreneurial, ambitious, and fast-paced environment.
- Experience in taking a hands-on approach in leading a variety of initiatives. A strong candidate should have previous experience developing and operationalizing strategies for a program or project as well as strong project management skills.
- Must have the ability to think ahead to foster a high-level of organization, efficiency, professionalism and positive impact for projects and duties as assigned.
- Ability to stay calm, organized and to think strategically under competing demands and high pressure organizational moments.
- Ability to collaborate and communicate with internal as well as external partners and other organizations. A team player, who can interrelate and operate effectively with peers and other associates within a collegial, yet demanding, work environment.
- An individual who is able to handle a variety of constituencies, manage multiple tasks simultaneously and thrive in a complex environment with multiple priorities.
- Innovative thinker, with a track record for translating strategic thinking into action plans and output.
- Self-reliant, good problem solver, and results oriented.
- Ability to make decisions in a changing environment and anticipate future needs.

All employees of NVF are required to complete timesheets.

How to Apply

Please fill out the application link associated with this posting.

Compensation and Benefits

Salary range: \$65,000-\$90,000

Benefits: *Comprehensive benefits package that includes 100% employer-paid health, dental, and vision insurance, 3% automatic contributions and a 3% employer match on 401k contributions, pre-tax transportation benefits, and paid holidays, vacation, sick, and volunteer time off.*



ILLUMINATIVE

a project of

newventurefund

Hiring Statement

IllumiNative is a project of New Venture Fund (NVF), a 501(c)(3) public charity that incubates new and innovative public-interest projects and grant-making programs. NVF is committed to attracting, developing and retaining exceptional people, and to creating a work environment that is dynamic, rewarding and enables each of us to realize our potential. NVF's work environment is safe and open to all employees and partners, respecting the full spectrum of race, color, religious creed, sex, gender identity, sexual orientation, national origin, political affiliation, ancestry, age, disability, genetic information, veteran status, and all other classifications protected by law in the locality and/or state in which you are working.

COVID-19 Policy

To center the safety and well-being of its employees, New Venture Fund requires that any employee who is required to conduct in-person activities for their job must be fully vaccinated against COVID-19 within four weeks of their start date. This position may require candidates to be fully vaccinated against COVID-19. Accommodations may be sought and approved in accordance with the law by contacting human resources at HR@newventurefund.org.
