



Executive Administrative Assistant

Job Summary

Reach for Resources empowers people of all abilities to reach their full potential. We do this by providing individualized services that maximize independence, boosts community engagement and improve physical and emotional well-being. Using strong communication, organizational, and time management skills, the Executive Administrative Assistant is committed to providing support in a manner that reflects our mission. The Executive Administrative Assistant is an integral part of our administrative team and will support our Executive Director and other members of our leadership team. This position reports to the Executive Director.

Essential Duties and Responsibilities

- Perform general administrative assistance duties as assigned by the Executive Director
- Manage calendars, schedules, and appointments
- Handle incoming calls and messages professionally and promptly
- Process incoming & outgoing mail accurately
- Maintain a well-organized and accessible phone system
- Assist the Finance Manager with accounts receivable communications and collections
- Prepare and distribute thank you letters and tax receipts
- Assist team with filing, organizing, and general office maintenance
- Provide relationship management support to enable leadership to cultivate and manage key relationships with our families, donors, and other key constituents
- Compile and maintain donor information for stewardship purposes
- Ensure up-to-date and accurate donor database information
- Manage a comprehensive grant calendar to ensure adherence to deadlines
- Provide support for fundraising activities and events
- Assist in tasks required to achieve organization wide strategic goals
- Manage other miscellaneous tasks and responsibilities as assigned by leadership team

Work Environment

The majority of the job duties will be performed at our administrative office in Minnetonka. This role will routinely use standard office equipment such as a laptop, printer, photocopier and smart phone.

Qualifications & Skills

- Individuals must be able to pass a Minnesota Department of Human Services Background Study
- Excellent verbal and written communication skills, with exceptional attention to detail and organization skills, including the ability to complete projects within tight deadlines.
- Provide effective customer service via phone, email and in person
- Strong skills in Microsoft Office, including Outlook, Word, Excel, Teams, and PowerPoint
- Demonstrated ability to work in a team while maintaining effective internal communication
- Capacity to work independently and collaboratively, developing working relationships with colleagues, individuals we support, donors, and volunteers

- Enjoys continually learning, adapting to new challenges and problem solving
- Required to attend weekend and evening, events, as needed
- Has a genuine interest in helping others

Additional Information

In addition to salary, Reach for Resources, offers excellent employee benefits, such as health and dental insurance for full-time employees. Other benefits include:

- Paid Time Off
- Flexible schedule
- Mileage reimbursement
- Personable and fun co-workers (if we do say so ourselves)
- Caring, supportive supervisors

Hours: Monday-Friday, approximately 10am-2pm

Compensation:

Part-time position; approximately 20 hours per week, Monday-Friday, with flexibility to attend evening and weekend events required. Salary commensurate with experience, \$20-24/hour.

To Apply:

Please complete application through our website, <https://www.reachforresources.org/employment>.

Reach for Resources, Inc. is an Equal Opportunity Employer. Reach for Resources, Inc. does not discriminate on the basis of race, religion, color, sex, gender identity, sexual orientation, age, non-disqualifying physical or mental disability, national origin, veteran status or any other basis covered by appropriate law. All employment is decided on the basis of qualifications, merit, and business need.