



## **Executive Administrative Assistant**

**Pay:** \$22/hr

### **Summary of Job Description**

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 and reports to the Executive Director.

### **Essential Job Duties**

#### **Administrative Support**

- Perform general administrative duties as assigned by the Executive Director.
- Manage calendars, schedule, and manage appointments.
- Handle incoming calls, messages, and mail professionally and promptly.
- Assist with accounts receivable communications and collections.
- Organize and maintain office systems, including filing and general office maintenance.
- Provide relationship management support to help leadership cultivate and manage key relationships with families, donors, and other key constituents.
- Prepare and distribute thank-you letters, tax receipts, and manage donor information in the database.
- Participate in donor stewardship
- Manage a comprehensive grant calendar to ensure adherence to deadlines.
- Assist with tasks related to achieving organization-wide strategic goals.

#### **Volunteer Engagement**

- Establish and maintain relationships with community organizations, schools, volunteer associations, and businesses interested in supporting our mission.
- Identify volunteer opportunities and collaborate with staff across all departments to ensure volunteer work aligns with organizational needs.
- Implement strategies to recruit and onboard volunteers with the right skill sets including interviewing potential volunteers and facilitating orientation.
- Review and maintain volunteer materials, including policies, procedures, applications, position descriptions, and handbooks.
- Foster a culture of inclusion, respect, and collaboration between volunteers and staff.
- Develop and implement volunteer retention strategies, including appreciation and other retention activities.
- Support community outreach events and build corporate, community, and individual partnerships.

- Regularly manage volunteer records and communicate with volunteers, interns, and committees.

### **Event Management**

- Manage organizational events to achieve goals, including revenue generation, donor activation, and community engagement.
- Coordinate event logistics, including venues, vendors, programs, staffing, and fundraising activities.
- Scout and secure talent for special events.
- Assist in event budget planning, securing funding, and expense tracking.
- Work with the marketing department on event communication plans, social media posts, and other promotional opportunities.
- Handle day-of logistics and personnel management to ensure events run smoothly.
- Evaluate event success by tracking attendance, sponsorships, and ticket sales, and implement changes for future improvements.

### **Minimum Qualifications**

- Passion for the mission, vision, values, and brand of Reach for Resources.
- High School or GED required; Bachelor's degree preferred.
- Experience in volunteer coordination, event coordination, marketing, communications, community engagement, or a related field preferred.
- Strong communication skills and ability to build relationships with diverse communities.
- Friendly, welcoming, detail-oriented, and highly organized.
- Ability to pass a Minnesota Department of Human Services Background Study.
- Exceptional attention to detail and ability to complete projects with deadlines and demands.
- Provide effective customer service via phone, email, and in person.
- Proficiency in Microsoft Office, including Outlook, Word, Excel, Teams, and PowerPoint.
- Demonstrated ability to work both independently and collaboratively within a team.
- Enjoys continually learning, adapting to new challenges, and problem-solving.
- Ability to attend and support events on weekends and evenings as needed.
- Acts in a manner that encourages change and provides a positive and supportive atmosphere.
- Utilizes and maintains a daily calendar efficiently.
- Ability to stand for sustained periods during events.

### **Working Conditions and Physical Demands**

- The majority of job duties will be performed at our administrative office in Minnetonka. Working from home on certain tasks is allowed.
- 40 hours per week, generally Monday-Friday, except for important events and outreach opportunities on the weekends. This position has an in-person requirement to process mail. On-site event facilitation, outreach and tabling is required. Hours may flex as needed.
- Position may include routine use of standard office equipment such as a laptop, printer, photocopier, and smartphone, light lifting (under 20lbs), sitting and standing, ability to traverse/walk safely through an environment, ability to safely operate a motor vehicle, verbal communication, seeing, and hearing.

## **Additional Information**

In addition to salary, Reach for Resources offers excellent employee benefits.

Other benefits may include:

- Generous PTO package (15 days a year for F/T employees with increases each year)
- 13 floating holidays (for F/T employees, pro-rated during first year of employment)
- Medical, dental, and vision insurance
- Life insurance
- Pet insurance
- PSLF Eligible Employer
- Retirement savings plan with company matching
- Short-term Disability/Long-term Disability
- Flexible schedule
- Mileage reimbursement
- Personable and fun co-workers (if we do say so ourselves)
- Caring, supportive supervisors
- Plenty of chances to wear casual clothes
- A focus on wellness

## **Disclaimer**

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.

Reach for Resources, Inc. Is committed to ensuring that applicants and employees with disabilities receive support. Applicants or employees must be able to meet the minimum qualifications of the position; reasonable accommodation may be provided if requested by the employee.