

Executive Assistant Job Description



The Organization

The Capital Pride Alliance (CPA), located in Washington, DC, is a nonprofit organization dedicated to serving the needs of the LGBTQ+ community all year long, through educational programs, major events, fundraising, outreach and advocacy, providing platforms for visibility, and supporting the work of our many community organizations and local businesses.

Overview

Reporting directly to the Executive Director, the Executive Assistant serves as a valued assistant and administrative liaison to the Executive Director and ensures that they have the essential support needed each day. The Executive Assistant serves as the primary point of contact for internal and external constituencies on all matters pertaining to the Executive Director. This role is responsible for working independently on projects from conception to completion, must have a high capacity to organize information and tasks, and must be able to work under pressure at times to handle a wide variety of activities and confidential matters with independent judgment and discretion.

The Executive Assistant is responsible for providing exceptional administrative support for the Executive Director by managing their calendar, tracking correspondence requests and responses, overseeing their daily schedule, and coordinating travel. This role is also responsible for providing administrative support for the Board of Directors and organizational committees, including maintenance of committee rosters, meeting schedules, and preparing and disseminating meeting materials and board minutes.

Responsibilities

- Completes a broad variety of administrative tasks for the Executive Director including managing an extremely active calendar of appointments; prioritizing inquiries and requests while troubleshooting conflicts; making judgments and recommendations to ensure smooth day-to-day engagements; completing expense reports; composing and preparing confidential correspondence; and compiling documents for travel-related meetings.
- Plans, coordinates, and ensures the Executive Director's schedule is followed and respected. Provides "gatekeeper" and "gateway" role, for direct access to the Executive Director's time and office.
- At the Executive Director's request, communicates directly with Board members, donors, staff, and others, on matters related to Executive Director's initiatives.
- Researches, prioritizes, and follows up on incoming issues and concerns addressed to the Executive Director, including those of a sensitive or confidential nature; determines appropriate course of action, referral, or response.
- Provides a bridge for smooth communication between the Executive Director and internal departments, committees, and planning teams; demonstrates leadership to maintain credibility, trust, and support with senior management staff.
- Provides support to the Executive Director in building relationships crucial to the success of the organization.
- Manages a variety of special projects for the Executive Director.

- Drafts acknowledgement letters, personal correspondence, and other tasks that facilitate the Executive Director's ability to effectively lead the organization.
- Prioritizes resolving conflicting needs; handles matters expeditiously and proactively; and follows-through on projects to successful completion, often with deadline pressures.
- Serves as the primary point of contact for internal and external constituencies on matters pertaining to the Executive Director, including those of a highly confidential or critical nature.
- Prioritizes and determines appropriate course of action, referral, or response, exercising judgment to reflect Executive Director's style and organization policies.
- Coordinates travel arrangements and prepares itineraries for Executive Director and assist with designated team members.
- Other duties as assigned.

Board and Team Support and Liaison

- Serves as the Executive Director's liaison and provides support to the Board of Directors and organizational committees; arranges and handle all logistics for Board and All-Team meetings: schedules meetings; drafts agendas; develops, compiles, and distributes presentation materials; and records confidential meeting minutes.
- Maintains discretion and confidentiality in relationships with all board members.
- Adheres to compliance with all applicable policies set forth in the bylaws regarding board and board committee matters, including advance distribution of materials before meetings in electronic format.

Requirements

- 3+ years of experience as an executive assistant or similar role.
- Preferred 1+ year of experience working in a Customer Relations Management Software.
- Proficient in Microsoft Office Suite, including Outlook, Word, Excel, PowerPoint, and Teams.
- Excellent communication and interpersonal skills.
- Strong organizational and time-management skills.
- Ability to work independently and manage multiple tasks simultaneously.

Non-Discrimination Policy

As an Equal Opportunity Employer, CPA is committed to seeking the most qualified candidate for each opening without regard to race, age, color, national origin, sex, marital status, religion, political affiliation, personal appearance, sexual orientation, gender identity or expression, veteran status, disability, family responsibilities, matriculation, genetic information, employment status, or any other status protected under federal or D.C. law.

Application Process

Interested individuals should send the following to jobs@capitalpride.org.

- Current resume and cover letter
- Two writing samples