



United Way
of Greater Rochester
and the Finger Lakes

UNITED WAY OF GREATER ROCHESTER AND THE FINGER LAKES JOB DESCRIPTION:

EXECUTIVE ASSISTANT TO THE PRESIDENT & CEO

Join the team!

United Way of Greater Rochester is a dynamic and collaborative work environment comprised of dedicated professionals who are driven to make our community a better place. Join our team and make an impact serving Greater Rochester with your time and talent.

Mission

Our mission is to mobilize the goodwill and resources of our community so that everyone can thrive.

Values

Our core values define who we are and how we serve our community. Within our organization and the communities, we serve, we act consistently with *integrity, action, caring, and teamwork*.

Culture Statement

We are committed to creating a welcoming environment that embraces, values, respects, and encourages people to show up as their authentic selves to produce their best work. Together we ensure that processes, policies, and practices foster fairness, belonging, and equity that reflect the views and values of all people within all levels of our organization.

Benefits

Our benefits package includes health, dental, and vision insurance, a 403(b)-retirement plan, life insurance, a flexible spending account, and health savings account. United Way provides 14 paid holidays a year (thirteen days off and two ½ days), and you receive your birthday off. United Way is also pleased to offer two personal days, two volunteer days, 12 sick days, and 3 weeks of vacation per year, all prorated in your first year of employment.

A great place to work begins with its **PEOPLE!**

Driven by our mission and a shared set of values, our team of more than 90 talented professionals are dedicated to doing meaningful work in the community.

Come and join the Team! United Way employees enjoy a competitive benefits package including paid time off, health insurance options with a generous employer contribution, flexible and hybrid work schedules, retirement benefits with above standard employer contribution, a 37.5-hour work week, and more.

We're looking for people who are self-starters; excel in a collaborative team environment; have a passion for making a difference; and are natural relationship builders with proven success in making lasting connections.

Summary

The Executive Assistant to the President plays a critical role in the overall effective functioning of the organization. Working independently in a fast-paced environment with changing priorities, this position performs a broad range of complex and varied executive administrative and organizational duties. This

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position serves as the primary point of contact for internal and external constituencies on all matters of the Office of the President. The Executive Assistant to the President works closely with the President & CEO, Board of Directors, Executive Leadership Team and leaders throughout the organization. This position represents the President & CEO and United Way at all times and provides exemplary service to all constituents.

The ideal candidate is service-minded, highly organized, detail-oriented, problem-solver, strong communicator, anticipator of needs, and serve as the "air traffic controller" to provide clarity and coordination in a hub of activity. This person thrives in a fast-paced environment and loves to create and manage systems and workflow with an eye for continuous improvement.

Essential Functions

- Successfully runs and operates the President's Office smoothly and efficiently. Supports the President & CEO in a wide variety of administrative tasks and responsibilities.
- Proactively and independently manages President's calendar: Has full discretion to schedule all external and internal meetings (virtual and in-person) to align with organizational priorities, conference calls, out-of-town trips, and speaking engagements. Provide daily/weekly calendars of all meetings and updates and provide reminders.
- Makes all arrangements for meetings, conferences, trips, and speaking engagements; assemble detailed itineraries or agendas, and, when required, packets of materials or background information for the President to review in advance.
- For donor meetings, prepare informational packets and donor background material in consultation with Resource Development team; draft digital contact record and provide reminders for follow-up.
- Serves as the liaison between the President and employees and the President and external stakeholders and partners. Effectively communicates, filters and analyzes information.
- Represents the President's Office and United Way in a positive, professional manner internally and externally, with a strong focus on customer service and responsiveness.
- Understands business priorities to effectively play "gatekeeper" and "gateway" role, helping prioritize access to the President and creatively managing the meeting calendar as needed.
- Prioritizes conflicting needs; handles matters expeditiously, and follows-through on projects to successful

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completion, often with deadline pressures.

- Works closely and effectively with the leader to keep them well informed of upcoming commitments and responsibilities, following up appropriately.
- Strong logistics background with planning skills to conduct office procedures, plan events, anticipate resources, and execute projects on-time.
- Leads all support and management for the Board of Directors, including draft agendas, meeting materials, management of Board Portal, minutes and formal records.
- Composes routine and non-routine correspondence. Prepares letters, memos and other documents. Compiles and organizes data for special reports. Transcribes and distributes meeting minutes and follows through with action items and tasks where applicable.
- Responsible for submitting expense reports, timecards, and payment vouchers as needed.
- Engages in cross department work and ad hoc committees
- Creates content and presentations in different programs including: Word, PowerPoint, BoardEffect, and other software programs as required.
- Maintains professional and technical knowledge to remain operationally proficient and productive.

- May provide functional and/or technical direction to other support staff.
- Consistently demonstrates the values and mission of United Way.
- Performs other duties as assigned.

Skills and Competencies

- Ability to proactively learn and anticipate the needs of the business and President & CEO to protect and maximize the President's time and priorities
- This is the highest-level position in the executive administrative support job series responsible for providing complex assistance to the CEO & President, Board of Directors, and other entity committees. The work requires frequent use of tact, discretion, independent judgment, knowledge of the organization's activities and the ability to conduct independent projects
- Keen awareness of patterns and trends, serving as a dot connector
- Demonstrate broad understanding of organization functions to support the complex nature, scope and diversity of role responsibilities
- Ability to make decisions with high judgment skills
- Critical thinker, analytical aptitude, problem solver
- Strong comprehension skills
- Interpersonal skills and the ability to build relationships with stakeholders, including staff, company executives, peers, and external partners.
- Proven ability to handle confidential information with tact and discretion, be adaptable to various competing demands, and demonstrate the highest level of customer/client service and response.
- Physically present in the Rochester office ensuring the smooth operation and as resource to the organization, with flexibility for remote work pending office needs.
- Adept in learning technology and systems:
 - Expert level in Microsoft Office programs: PowerPoint, Excel, Word, and Outlook

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Experience in Team and Project Software: Teams, Asana and Slack preferred ○

Experience with BoardEffect or online committee/board platforms preferred

- Adept at creating standard operating procedures
- Project management skills with the ability to follow through on tasks and projects
- Excellent verbal and written communication skills
- Strong comprehension skills
- Interpersonal skills and the ability to build relationships with stakeholders, including staff, company executives, peers, and external partners
- Proven ability to handle confidential information with tact and discretion, be adaptable to various competing demands, and demonstrate the highest level of customer/client service and response
- Physically present in the Rochester office ensuring the smooth operation and as resource to the organization, with flexibility for remote work pending office needs.

Education and Experience

Associates' degree required; Bachelor's degree preferred. At least 8 years of experience in an executive assistant, administrative or office management role supporting C-level executives required; or equivalent combination of education and experience required.

FLSA CLASSIFICATION: Exempt

SALARY RANGE: \$65,000 - \$75,000/YEAR

REPORTS TO: President & CEO

SUPERVISORY RESPONSIBILITY: None

TRAVEL: Some rare evening travel may be required with attendance at events.

HOW TO APPLY

CLICK HERE to apply.

Job Posting Link

https://recruiting.myapps.paychex.com/appone/MainInfoReq.asp?R_ID=6090566

United Way is committed to equal employment opportunities for all employees and applicants for employment. United Way prohibits discrimination against employees and applicants in all aspects of employment including but not limited to recruitment, hiring, compensation, promotion, training, leaves of absence, benefits, termination, employer-sponsored activities, social and recreational programs, and recognition. United Way prohibits discrimination against all legally protected classes including age, color,

creed,
disability,

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domestic violence victim status, gender expression, gender identity, genetic predisposition, marital status, military status, national origin, parental status, political affiliation, pregnancy-related condition, prior arrest/conviction record, race, religion, reproduction health choices, sex, sexual orientation, or other non-merit-based factors.