

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

**EXECUTIVE ASSISTANT TO THE CHIEF DEVELOPMENT OFFICER**

**SUMMARY**

Under the Chief Development Officer's (CDO) general direction and guidance, the CDO's Executive Assistant provides administrative support to both the CDO and Chief Operating Officer (COO). The Executive Assistant to the CDO may also offer assistance to the Regional Director, Sr. Director of Major Gifts, Associate Directors for Strategic Partnerships, and the Grants and Foundation Relationship Manager. Provides direct assistance with a variety of tasks which require, but are not limited to 1) strong administrative and leadership skills,

2) the ability to take initiative,

3) a highly professional demeanor,

4) the ability to effectively interact with all team members/management, including volunteer cabinet and committee members and donors,

5) handling confidential information with discretion, and

6) the ability to communicate clearly and professionally both verbally and in writing with senior staff, volunteers, community leaders, vendors, donors and other key stakeholders.

**ESSENTIAL FUNCTIONS**

- Runs the CDO's office smoothly and efficiently. Organizes office operations and procedures.
- Lead support and project manager for the United Way of Greater Rochester and the Finger Lakes Community Development Cabinet and Workgroups (Mobilizing Resources and Energizing Campaign Workgroups); ad hoc Taskforces; and Regional Workgroups; provides logistical support, assists with the preparation of and distributes materials, records and transcribes meeting minutes, and follows up as necessary.
- Maintain effective and professional relationships with the Cabinet and Workgroup Chairs, volunteer committee members, community leaders, key staff, and volunteers.
- Assist with preparing and generating Cabinet and Workgroup meeting materials and assist with meetings providing logistical support as needed.
- Supports the Resource Development (RD) team in external commitments related to United Way, including service on external boards, committees, and other groups.
- Provides support for ALICE (Asset Limited, Income Constrained, Employed) related programs, events and grant management.
- Capable of managing multiple projects for the CDO's office and keeping projects on schedule.
- Create and develop visual presentations using PowerPoint
- Establish, develop, maintain, and update the filing system for the CDO.
- Retrieve information from files as needed.
- Answer and screen telephone calls; answer and direct inquiries as needed.

- Provide a bridge for smooth communication between the CDO's office and internal departments and the Office of the President and CEO as necessary.
- Executes the weekly donor acknowledgment letter process, including management of mailings in collaboration with the Operations & Printing Department
- One of three support staff updating ANDAR with all stakeholders' contact information changes.
- Manages all Community Award Processes
- Support the administrative needs of the Resource Development Team, including the Regional Team, as needed.
- Assist the CDO with onboarding new team members as necessary, including orientation plan, completion of IT device requests, email and phone set up, and ordering business cards.
- Compiles and submits monthly expense and mileage reports on behalf of CDO and facilitates the approval process of expenses and mileage for direct reports to the CDO.
- Requests Purchase Orders from Finance and triages invoices for proper approvals.
- Works with Operational Print Services team (OPS) for printing, catering and meeting set-up needs.
- Draft written responses or replies by phone, e-mail, and other forms of communication when necessary.
- Manage all aspects of internal and external meetings and events of the CDO.
- Schedules Resource Development Team Meetings and records and distributes meeting notes weekly. Maintains attendance records. Responsible for ensuring all action items have been completed with the appropriate follow-up.
- Respond to regularly occurring requests for information.
- Handle confidential and non-routine information.
- Work independently and within a team on special non-recurring and ongoing projects.
- Prioritize conflicting needs; handle matters expeditiously and proactively and follow through on items for successful completion.
- Type and design general correspondences, memos, charts, tables, graphs, business plans, etc.
- Proofread copy for spelling, grammar, and layout, making appropriate changes.
- Must be capable of reliable and predictable attendance.
- Consistently demonstrates the values and mission of United Way.
- Perform other duties as assigned.
- Provide backup support to the front desk and the Chief Impact Officer.

#### **SKILLS AND COMPETENCIES**

- Technical Capacity
- Excellent Word and Excel skills
- Leadership skills.
- Personal Effectiveness/Credibility
- Project Management
- Thoroughness
- Collaboration Skills
- Communication Proficiency
- Flexibility

**FLSA CLASSIFICATION:** Non-Exempt/Hourly

**REPORTS TO:** Chief Development Officer

**SALARY RANGE:** [\$57,000-\$62,000 ANNUALLY/ \$29.23-\$31.80 Hourly]

\* The expected rate of pay for this position is shown above. Compensation offers are based on a wide range of factors including relevant skills, training, experience, education and, where applicable, licenses or certifications obtained. Market and organizational factors are also considered.

**SUPERVISORY RESPONSIBILITY**

None

**TRAVEL**

Not routinely required.

**EDUCATION AND EXPERIENCE**

**Required:** High school diploma or equivalent with four years of administrative experience or equivalent combination of education and experience. Two years of Executive/C-Suite experience.

**Preferred:** Associate degree with two years of related experience

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**JOIN THE TEAM!**

United Way of Greater Rochester and the Finger Lakes 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 our region with your time and talent.

**MISSION**

Our mission is to unite the goodwill and resources of our community so that everyone can thrive. That means that our team is committed to working with local donors, businesses, not-for-profit program partners, municipalities and individuals to make this region stronger and more vibrant together.

**VALUES**

Our core values define who we are and how we serve our community. United Way and our team members are caring, collaborative, equity-driven, innovative, respectful, results-oriented and trustworthy. United Way strives to ensure employees and external partners feel valued, connected, and empowered.

**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.

**WHAT WE OFFER**

- Competitive financial and wellness benefits
- Generous paid time off, retirement plan, and other fringe benefits

- Hybrid working arrangements
- Opportunities to give back to the community in life-changing ways
- Paid professional development
- Team events and internal committees for connection opportunities and fun!

*This job description lists only the responsibilities and qualifications deemed essential to the position in support of the ADA. Reasonable accommodations may be provided to enable individuals with disabilities to perform the essential functions. United Way of Greater Rochester and the Finger Lakes is an Equal Opportunity Employer. This policy prohibits discrimination based on sex, race, color, religion, creed, national origin, age, marital status, sexual orientation, gender expression, disability, genetic predisposition, veteran status, or status as a member of any other protected group or activity.*



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