



JOB DESCRIPTION

TITLE: Senior Executive Assistant

DATE: October 2023

DEPARTMENT: Executive Office

SUPERVISOR: Chief Advancement Officer

FLSA Classification: Non-exempt

SUMMARY: The Senior Executive Assistant provides high-level administrative support to the President & CEO, Chief Advancement Officer (CAO), and Chief Scholarship Officer/Chief of Staff (CSO/COS). For over 60 years the Marine Corps Scholarship Foundation has been Honoring Marines by Educating Their Children, providing higher education scholarships to children of Marines across all 50 US states and overseas. We are seeking a passionate, organized, and detailed thinker to help us manage and improve administrative processes, increase the quality and responsiveness of correspondence, and eliminate inefficiency to meet the goals of the organization. We expect this role to grow as the organization grows in volume and complexity. The Senior Executive Assistant ensures synchronization across the entire Executive Management Team using comprehensive knowledge of the Foundation's priorities, goals, and strategic objectives. The individual hired for the position must be self-motivated, able to prioritize and handle multiple demands simultaneously, exercise good judgment in a diversity of situations, and have excellent written and verbal communication, administrative, and organizational skills. Additionally, they must be proactive and act with minimal direction, be able to exercise decorum in sensitive situations, and anticipate the needs of the supported executives and the organization.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Support for the President and CEO, Chief Advancement Officer (CAO), and Chief Scholarship Officer/Chief of Staff (CSO/COS)

- Oversee the daily operations of each executive's office, ensuring they can focus on strategic and high-level projects. Support the prioritization and completion of tasks.
- Maintain and proactively manage each executive's calendar. Exercise discretion and anticipate the needs of each executive in committing their time and evaluating their scheduling needs.
- Sort and triage communications for each executive. Prioritize emails and draft, review, and send communications on behalf of the supported executive to a variety of audiences. Answer and respond to phone calls and communicate messages and information to the supported executive.
- Plan for and coordinate travel arrangements, develop travel itineraries, mitigate or solve travel challenges, make meeting adjustments, and handle unplanned circumstances for each supported executive.
- Support the development and fundraising efforts of the CEO and CAO with donors and prospects including securing appointments, coordinating and implementing strategy,

preparing for and debriefing of meetings with relevant individuals, and follow-up correspondence.

- Assist in the implementation and execution of stewardship strategies for the CEO and CAO, including the distribution of acknowledgment letters, investor birthday greetings, congratulatory notes, and condolence messages.
- Organize and prepare each executive for meetings including gathering documents and attending to logistics of virtual and in-person meetings. Assist in the development of materials needed including agendas, PowerPoint presentations, financial reports, and special reports/materials.

Support to the Executive Management Team

- Provide administrative support and task completion for the Executive Management Team to ensure the Foundation's priorities, goals, and strategic objectives move forward.
- Coordinate and schedule regular meetings for the Executive Management Team. As needed, take notes and provide after-action reports with clear deliverables.
- Contribute to the overall success of the Foundation's mission and vision by performing other duties as assigned.

EDUCATION AND/OR EXPERIENCE:

- Minimum of 8 years of administrative experience with a minimum of 3 years supporting a senior (c-suite) executive or multiple executives.
- Bachelor's degree preferred, or an equivalent combination of education and work experience.
- Extensive experience using MS Office including Outlook, Word, Excel, and PowerPoint.
- Experience working in a non-profit or exposure to development/fundraising preferred.
- Experience using a CRM database.

REQUIRED SKILLS AND ABILITIES:

- Commitment to the Foundation's mission and to reflecting core values of teamwork, trust, integrity, and drive in relationships with colleagues and partners.
- Must embrace flexible thinking, be a proactive problem solver, and anticipate the needs of the supported Executives.
- Ability to work in a team environment and with a high degree of autonomy, taking initiative and being proactive.
- Strong written and verbal communication skills, with an ability to effectively communicate with a wide range of audiences.
- Ability to handle confidential information in a discreet and professional manner.
- Must be friendly and have a professional demeanor.
- Highly organized with the ability to support multiple executives and prioritize requests.

WORKING CONDITIONS:

- Working conditions are normal for an office environment.
- Position located in Alexandria, VA; occasional telework may be considered.
- Must be responsive to emails/texts/phone calls outside of business hours.
- Some weeknight and/or weekend work may be required, as well as travel 1-3 times a year.