

**TITLE:** Executive Assistant

**REPORTS TO:** Vice President

**CLASSIFICATION:** Full Time

## **JOB SUMMARY:**

Ignite Philanthropy is seeking a highly-organized, affable and motivated individual who is energized by the opportunity to support a leadership team for a fast-growing small business that serves the non-profit sector. The Executive Assistant will provide administrative and office support for the company's operations, generally, and scheduling and administrative support to the Presidents. Ignite Philanthropy works with high net-worth individuals, political/non-profit leaders and corporate executives in major U.S. cities. The Executive Assistant will, therefore, need to have the utmost discretion, poise, social grace, trustworthiness and professionalism.

## **JOB DETAILS:**

The Executive Assistant serves as the public's face of Ignite Philanthropy. This position will primarily perform all administrative duties for Ignite Philanthropy's operations. Though the job requirements may change as the company grows, the following areas of responsibility provide an overview of the type of work that this role will be responsible for delivering.

- Perform general clerical and office management duties
- Maintain Presidents' calendar and contacts
- Maintain CEO's expense reports and travel arrangements
- Draft and/or dictate correspondence from President or Vice Presidents
- Coordinate and schedule client meetings and conference calls
- Assist with development of client presentations
- Proofread correspondence and documents as required
- Prioritize and manage tasks to completion
- Contribute to the operations as a team player that is proactive about the success of the team and helps to improve the processes and culture of the company

## **QUALITIES OF THE SUCCESSFUL CANDIDATE:**

Effective philanthropy is achieved through well-orchestrated partnerships among community stakeholders, philanthropists and non-profit organizations that align interests, collective will and financial resources toward a common outcome. The only way that we can achieve our calling is to find colleagues that share the same passion and have the right strengths for the role they are playing.

The Executive Assistant will have the following strengths and attributes:

- Superior organizational skills, attention to detail, and impeccable follow through
- Strong communication skills and ability to interact with internal and external partners
- Exceptional ability to focus and prioritize in fast-paced environment
- Seeks feedback and suggestions for continuous improvement
- Poise, positive attitude and service-oriented personality

- Computer skills – must be adept in use of MS Office, Outlook, and the ability to learn common software platforms
- A bachelor's degree and 1-3 years of experience as an assistant, or an associates' degree with 5-7 years' experience as an executive assistant
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## **SALARY & BENEFITS:**

- Salary based on experience (\$35,000-\$40,000 annually)
- Competitive benefits package including paid vacation, health insurance and retirement contribution match after 1 year of employment

## **ABOUT IGNITE PHILANTHROPY:**

Aspiring to maximize the power of giving, Ignite Philanthropy works with private donors and non-profit organizations to leverage their resources and ideas to achieve greater impact in the communities they serve. Ignite Philanthropy serves all aspects of the philanthropic and non-profit sector—from individuals, companies and foundations seeking to organize and improve their philanthropic giving to non-profits looking for an experienced fundraising or strategy partner to raise capital to accomplish their mission.

Ignite Philanthropy is fully committed to equality of opportunity in all aspects of employment. It is the policy of Ignite Philanthropy to provide equal employment opportunity to all employees and applicants without regard to race, color, religion, national or ethnic origin, military status, veteran status, age, gender, gender identity or expression, sexual orientation, genetic information, physical or mental disability or any other protected status.

Submit Cover Letter and Resume to Allison Kendall, Vice President, [akendall@ignitephilanthropy.com](mailto:akendall@ignitephilanthropy.com) by 5:00 pm on Monday, April 24, 2017.