JOB TITLE: MANAGER, EXECUTIVE AFFAIRS
FLSA STATUS: EXEMPT
REVISION DATE: MARCH 2020

JOB DESCRIPTION

POSITION SUMMARY
The Manager, Executive Affairs (MEA) provides direct administrative and facilitative support to the executive director. Serving as the primary point of contact for internal and external stakeholders, the MEA must be a superb communicator and must exercise sound judgement and discretion. The MEA serves as liaison to the board of directors, strategic partners, donors/funders and other stakeholders and, therefore, must always represent the organization and executive director with the utmost poise and professionalism. The MEA works independently, collaboratively, is comfortable managing up, and can manage projects from conception to completion. Demonstrating respect for all and a high level of maturity in addressing sensitive matters are imperative. The MEA actively participates in Amachi’s implementation of The Sanctuary Model®.

ESSENTIAL DUTIES & RESPONSIBILITIES (include but are not limited to)
- Works directly with the executive director (ED) to provide support for all aspects of daily work, including scheduling, development of meeting agendas and materials, and coordinating logistical arrangements
-Independently composes and follows up on internal and external correspondence on behalf of the ED
-Prioritizes and manages multiple projects
-Serves as main contact for executive affairs and prioritizes matters for the ED’s attention in order to assure maximum use of time; redirects matters to appropriate staff as needed, or handles directly
-Prioritizes and manages multiple projects simultaneously and follows through on issues in a timely manner
-Processes expense reports for the ED as well as accounts payable and receivable
-Assists with generation and submission of correspondence and reports required by government and private funders/donors, and other program publications to assure timely, accurate, and professional presentation
-Creates materials (PowerPoint presentations, Excel spreadsheets, financial charts, special reports, executive summaries, etc.) independently and in collaboration with the ED, CFO, and other staff members
-Attends organizational meetings and events, providing direct support to ED to assure goals achieved
-Serves as liaison to the Board of Directors for general communications, inquiries, scheduling and preparation of meeting packets; attends all meetings and records meeting minutes
-Provides support with maintaining website, social media, and other digital communications
-Maintains hard copy filing system and electronic database(s) in accordance with organizational standards and legal requirements

EDUCATION/EXPERIENCE/REQUIREMENTS
- A Bachelor’s Degree in business, nonprofit management, or a related field is preferred
- Equivalent skills gained through progressively responsible experience supporting C-suite senior executives, preferably in a nonprofit environment may be considered as a substitution for a degree
-3–5 years of experience managing administrative affairs at the senior management level
-Experience and comfort working in fast-paced, team-oriented environment with high expectations
-Act 33, 34 and FBI clearances required
OTHER SKILLS AND ABILITIES

- Passion for organizing information and exceptional attention to detail
- Enthusiasm, strongly self-motivated, and takes pride in quality of work
- Presents a professional, executive presence with in-depth administrative and project management skills
- Communicates clearly and writes well utilizing proper grammar/style
- Quick thinking, effective problem solving, and able to set priorities under pressure of deadlines
- Exercises good judgment, discretion, tact, and poise; assures confidentiality of matters/materials
- Proficiency in the use of Microsoft Office software
- Ability to prioritize, multi-task, deliver results, and plan work activities effectively
- Excellent computer skills including the ability to troubleshoot technical issues
- Ability to establish and maintain effective relationships with key internal and external stakeholders
- Competencies in intercultural communications and relations

ORGANIZATIONAL RELATIONSHIPS

Reports to: Executive Director
Title(s) of direct reports (if applicable):

WORKING ENVIRONMENT

- Works indoors in a normal office setting with no exposure to adverse environmental conditions
- Frequently required to work at a fast pace
- Requires considerable concentration and creativity
- Requires travel to meetings, events or activities throughout Allegheny County
- Requires occasional work in the evenings or on weekends, mostly for special events

NOTE: This position description is intended to describe the general nature and level of work being performed by employees in this job. It is not an exhaustive list of all responsibilities, duties, and skills that may be necessary for this role. Personnel may be required to perform duties outside of their normal responsibilities from time to time, as needed.