

## **Executive Assistant to the CEO**

**Department:** CEO office

**Reports To:** CEO

**Supervisory Responsibility:** None

Be the force-multiplier for the world's largest organization dedicated to the care of orphaned and vulnerable children in 135 countries, including the United States. As the right-hand to the CEO, you will play a pivotal role in the organization's growth. This is an awesome opportunity for someone who wants a front-row seat in learning how to lead, manage and grow an international development organization and help millions of vulnerable children. The Executive Assistant to the CEO (EA) reports directly to the CEO of SOS Children's Villages acting as the CEO's primary internal and external coordinator. The EA supports the CEO on activities related to donors, SOS global team in Europe and other countries, the Board of Directors; and collaborates with the Communications, Business Development, and Program Departments, as well as taking on special initiatives. The EA manages the CEO's calendar and activities. The position also works closely with the COO to organize and coordinate day-to-day operational activities. This position will be based in Washington, D.C.

### **Primary Responsibilities:**

- Responsible for day-to-day management of the CEO's calendar and activities to ensure high value time utilization of the CEO in relationship to external and internal requirements.
- Brief/update the CEO on upcoming meetings and ongoing obligations.
- Responsible for the timely preparation and presentation of materials for key external and internal meetings involving the CEO. Handle all confidential materials.
- Draft documents or conduct research to further organization's work in program, business development and marketing.
- Liaise with Business Development, Communications and/or Program teams to prepare CEO for external meetings, presentations and events, and ensure timely follow up of all action items.
- Organize CEO travel arrangements and prepare expense reports.
- Prepare briefing memos and relevant updates for CEO on outstanding projects, identify issues, develop contingencies, and suggest remedies.
- Support CEO on activities related to the Board of Directors including attending and taking minutes at Board meetings, coordinating department materials for Board of Directors' briefings, and assisting the CEO with ongoing communications and activities with the Board of Directors.
- Coordinates and maintains smooth communication efforts between the CEO's office, senior management, and internal departments. Develops and manages relationships with staff to support/facilitate cross-team projects and information sharing.
- Works closely with the COO & Director, Finance & Administration to schedule and organize complex activities and events such as internal and external meetings, travel – both domestic and international. Organize historical documents reviewed by the CEO to be filed in archiving and indexing system.
- Supports the overall operations of the office, including supplies and inventory, customer service to donors by serving as a back-up for the phone system, IT, and other duties as needed.

**Qualifications:**

- Bachelor's Degree, or equivalent experience.
- At least 3 years' experience in an executive support or similar capacity.
- Excellent organizational skills, with ability to manage multiple responsibilities and demonstrated resourcefulness in setting priorities.
- Strong verbal and written communication skills, with particular emphasis on writing reports and business correspondence. Outstanding grammar and proofreading skills, a must.
- Demonstrated ability to effectively present information and respond to high level inquiries from donors, partners, Board Directors and other members of the international community.
- Strong sense of accountability, integrity and ability to handle highly visible responsibilities.
- Excellent analytical skills; ability to quickly aggregate and analyze information.
- Ability to work collaboratively and build effective relationships with key stakeholders.
- Exceptional common sense, maturity, discretion and the ability to maintain confidentiality.
- Advanced knowledge of Microsoft Office Suite and Adobe Products.
- Experience coordinating external events and interface with high-level donors a plus.
- Experience working in a Customer Relationship Management (CRM) Database is a plus.
- Knowledge of a foreign language a plus
- Interest and experience in international development preferred.

**All interested candidates must submit a Cover Letter along with application and include salary requirement.**