Foundation
LINCOLN PUBLIC SCHOOLS

Job Title: Executive Assistant to the President
Overtime Status: Non-Exempt ☒ Full Time ☐ Part Time
Class: ☐ Sedentary ☒ Light ☐ Medium ☐ Heavy ☐ Very Heavy
Flexibility: 1-day per week work from home option

REQUIREMENTS: Associates/Bachelors degree or equivalent experience. Candidate must have 3-5 years of proven work experience as an executive assistant, personal assistant or similar role. Must be skilled at anticipating needs, identifying resources and problem solving. The ideal candidate is comfort independently managing several projects in a fast-paced environment. They enjoy organizing complex projects, can proactively make decisions and thrive working within an entrepreneurial, growing organization.

Candidate should have exceptional writing, oral, e-communication and phone skills, strong customer service skills, are highly organized, detail-oriented and have excellent follow-up. They are able to professionally edit and prepare materials. Proficient in Microsoft Office products. Knowledge of Raiser's Edge or donor management software equivalent is a plus.

Regular, dependable attendance is an essential function of this position. Occasional evening or weekend hours required during busy times.

REPORTS TO: President

RECEIVES GUIDANCE FROM: Director of Operations, Director of Marketing, Director of Development

ESSENTIAL FUNCTIONS

Executive Assistance
- Manage the president's schedule and projects with respect to priorities, goals and objectives of the organization
- Assist president in making timely connections with donors and other constituents by monitoring and preparing next steps
- Edit, proof and format internal and external communication like proposals, memos, grant requests and grant reports

- Monitor inbox, draft email correspondence and respond on behalf of the president
- Act as the point of contact for president among employees, clients and partners
- Manage information flow in a timely and accurate manner
- Assist president to be knowledgeable, prepared, and successful in all interactions
- Document calls, proposals and other communication in donor management software

Database Administration
- Ensure data viability by adding and updating donor information and managing data hygiene tasks
- Proof invitation, appeal, e-communications and other organizational outreach lists
- Research and apply functions of software as needed
- Serve as primary contact to software provider for upgrades and release information

Board Support
- Schedule board and committee meetings
- Track and record attendance to ensure quorum
- Prepare progress reports
- Schedule room arrangements and other logistics for meetings
- Assemble and distribute packet materials for meetings
- Take minutes during all board and committee meetings, coordinating chair or secretary of the board approval, and file minutes

Staff Support
- Perform office manager tasks such as: processing mail, answering phones, greeting guests, maintaining office supplies
- Organize and maintain the office electronic and paper filing systems
- Supervise office volunteer
- Assist the team during busy times as requested
- Manage the inventory, replacement, repair, and purchase of computers and other technology hardware
- Provide basic bookkeeping task support

WORKING CONDITIONS: Work primarily in a climate-controlled environment with minimal safety/health hazard potential. Sedentary, sitting, walking, occasional lifting (overhead, waist level) from floor, bending, frequent near vision use for reading and computer use. Some evening and weekend work is required.

NOTE: *This is a generalized job description. Specific duties and responsibilities may vary.*