



**Center for Volunteer & Nonprofit Leadership**  
**Executive Assistant to CEO**  
**Position Announcement**  
3.27.2017

**Center for Volunteer & Nonprofit Leaders (CVNL)** CVNL is seeking a dynamic, collaborative and detail-oriented individual to join our team as Executive Assistant. This individual will provide administrative support to the CEO, manage multiple projects, and help support development efforts. They will perform work of broad scope and complexity under the direction of the CEO.

Serving the Bay Area for over 50 years, CVNL knows that passion alone isn't enough when it comes to creating strong nonprofits. With a mission to advance nonprofits and volunteerism by strengthening leadership, encouraging innovation, and empowering individuals in our community, CVNL works with aspiring and established leaders every day to help them build the skills and connections that can take their impact to the next level. [www.cvnl.org](http://www.cvnl.org)

**RESPONSIBILITIES:**

*Essential duties and responsibilities include the following. Other duties may be assigned.*

Administrative and General

- Provides organizational support to the CEO.
- Helps maintain CEO's schedule by planning and scheduling meetings and calls.
- Represents or acts as spokesperson for the CEO with designated business/community leaders, elected/government officials, general public, and/or others as directed by the CEO.
- Communicates directly on behalf of the CEO with board members, donors, and others.
- Provides support for Board of Directors and board committees including managing correspondence, meeting set-up, preparing reports and performance dashboards, compiling meeting minutes and ensuring adherence to deliverables/action plans.
- Collaborates and communicates with staff as well as other individuals to provide assistance to the CEO
- Serves as project manager for special projects or development initiatives.
- Manages projects through coordination with assigned staff and leadership team.
- When requested, coordinates activities and scheduling between departments and outside parties; assists as host to those using meeting rooms including moving tables, preparing name-tags, checking in participants, preparing coffee, etc.
- Conducts research on prospective grant makers, helps develop and write grant proposals, manages active grants and helps write grant reports.
- Processes donations and prepares acknowledgement letters.

Physical & Travel Requirements

- Able to travel throughout Marin and Bay Area.
- Ability to work some nights and weekends to support events/special projects.
- Routine lifting of books, project materials, and technology equipment.
- Physical requirements are representative of what an employee encounters while performing the functions of this job.
- Reasonable accommodations can be made to enable individuals with differing abilities to perform the essential functions.

**QUALIFICATIONS:**

- Bachelor's degree preferred
- Maintaining confidentiality of information and materials
- Excellent oral and written communication skills for emails, contracts, grants, presentations and reports
- Initiative and independent working style that supports implementation of programs and services and demonstrates continuous effort to improve operations, decrease turnaround times, streamline work processes, and works cooperatively and jointly to provide exemplary service.
- Project management skills.
- Strong organizational skills with ability to manage multiple projects, timelines, budgets and outcomes.
- Effective in working with diverse cultural and social populations.
- Strong technology skills including knowledge of MS Office (Excel, Outlook, PowerPoint) and comfort in learning new technology for project management.

**Salary and Benefits:**

Salary will be commensurate with experience. This is a full-time position with benefits.

**To be considered as an applicant:**

- Email resume and cover letter to: [ljacobs@cvnl.org](mailto:ljacobs@cvnl.org)
- Please put Executive Assistant in the subject line
- Attachments must be in .doc or .pdf format; do not include resume in the body of your email
- Resumes must be submitted with a cover letter

*No phone calls please.*

*CVNL is an equal opportunity employer and makes employment decisions on the basis of qualifications. The Agency policy prohibits unlawful discrimination in any employment decision based on pregnancy, childbirth or related medical conditions, race, religious creed, color, national origin or ancestry, physical or mental disability, medical condition, marital status, age, sexual orientation or any other basis protected by federal, state or local law or ordinance or regulation.*

*Submission of your application is not an offer of employment or an employment contract.*

**CVNL.ORG**

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