



## **Executive Development Assistant Job Description**

**Overview:** Beyond Housing exists because home matters. We begin with actual houses and housing preservation, focusing on quality and stability to give people a place to start. But there is more to a home than the house ~ home is about the life that happens in and around the house, as well as the life that fuels and draws out the best of the people within it. That life, in turn, is shaped by the community, its influences, its structures, and the people and dynamics that define it.

Beyond Housing helps entire communities become better places to live. We engage where we're needed, focusing on building consensus among leaders, providing and preserving housing, fostering community structures that shape lives, and guiding systems that make people's lives better.

We lead with vision for what a community can be every community is different, but thriving communities tend to share the same basic set of positive traits regarding housing, safety, education, health, infrastructure, and access to basic human services.

We bring together leaders and resources, volunteers and citizens, and pursue a wide assortment of creative approaches to build stronger, healthier communities for life.

Finally, we are community builders, not kingdom builders. "It's their neighborhood, future, & dreams". Our objective is to help build and contribute the good things we do for the sake of adding value to the lives of the people we're honored to serve.

**Position:** The Executive Development Assistant works within the development department to provide high-level, strategic administrative support to the Chief Development Officer and other team members if time allows. Must be strong a communicator, detail-oriented and highly organized. Good interpersonal skills, professionalism and the ability to maintain confidences are essential. Must be comfortable working and performing in a high-paced work environment.

### **Responsibilities include**

#### **Executive Administrative Functions:**

- Supporting the Chief Development Officer by scheduling donor visits, tracking donor interactions, which includes management of schedules, agendas, and calendars.
- Scheduling meetings and wrap-around support for those meetings to include preparing agendas, information packets, meeting room set-up, ordering food and beverages.
- Conduct prospect research for new funding opportunities.
- Provide support for Beyond Housing's newly created Women's Leadership Network
- Manage invoices, purchases, inventory, and receipts.
- Complete/Create moves management activity and reporting in Raisers Edge NXT as assigned by CDO
- Ensure compliance with fundraising policies, goals and procedures.
- Support development department by providing assistance to the Associated Director, Annual Fund & Stewardship Manager and the Marketing & Events Specialist when time allows.
- Other duties as needed as determined by the CDO.

#### **Personal Qualities:**

- Collaborative -- A dynamic personality that is collaboratively minded, can recognize and identify strengths, seek consensus around mutual goals, and build meaningful relationships.
- Creative, Critical Thinker -- A systems-thinker and builder, who is not afraid to be innovative in designing solutions and has skills in articulating these ideas and concepts.
- Methodical -- Strong analytical, systems, and problem-solving skills to evaluate performance, prepare reports, and recommend/implement solutions using independent judgment. Ability to move from concepts to action through strong program design and evaluation.



- Reliable -- Leadership skills that reflect and value a team approach, demonstrated integrity, effectiveness, efficiency, and the ability to deliver high quality service. Highly capable of handling multiple tasks, projects and timelines. Excellent oral and written communications skills.
- Trusted -- Ability to work with residents, partners, and staff of diversified backgrounds with a positive, optimistic, solutions oriented attitude. Shares a deep respect for the community, its stakeholders and the residents that we serve.
- Driven -- Passion for the work and an interest in continuous learning and improvement.

### **Required Qualifications:**

- Great skills with the RaisersEdge Nxt or comparable donor software database program.
- Bachelor's degree with a minimum of three years' relevant experience in fund development and fundraising services functions and office management experience.
- Strong computer skills, including MS Office (Word, Excel and Outlook).
- Ability to work with little supervision, with a variety of peers and with management.
- Ability to train, inspire and motivate others.
- Excellent attention to detail and ability to meet deadlines.
- Ability to manage multiple complex tasks and/or projects simultaneously while addressing the needs of the office, ability to maintain composure under pressure.
- Highly organized, self-starter with good interpersonal, problem-solving and analytical skills.
- Ability to anticipate needs, see opportunities and use good judgment in dealing with confidential information.
- Ability to analyze and review operational procedures, identify problem areas and optimize performance through procedural changes.
- Proficiency in communicating effectively, including an ability to write and speak clearly.

### **Supervisor:**

Chief Development Officer

### **Salary and Benefits:**

- Full-time salaried position with benefits as determined in current Beyond Housing Employee Handbook

### **Application Instructions:**

Please send resume, cover letter and salary requirements in MS Word format to [HR@BeyondHousing.org](mailto:HR@BeyondHousing.org) by **March 31, 2020**. **Candidates who do not submit a cover letter will not be considered.** For more information on Beyond Housing, visit [www.beyondhousing.org](http://www.beyondhousing.org).

***The above statements are intended to describe the general nature and level of work being performed by people assigned to this position. They are not intended to be a complete list of all responsibilities, duties, and skills required. Beyond Housing is an Equal Opportunity Employer.***

**ADA** – Beyond Housing is committed to furthering the purpose of the American with Disabilities Act (ADA). The company is always willing to consider reasonable accommodations, which may allow a disabled person to perform this or any other job. The **Summary of Physical Requirements** is a list of what we believe at this point to be necessary in order to perform the essential functions of the job.

**Diversity & Inclusion Statement** - At Beyond Housing, we are committed to promoting ***Diversity, Inclusion, and Equity*** throughout our organization and culture. We strive to understand and appreciate the individuality of every employee and create a better place to work for all. We nurture a culture where everyone positively acknowledges equity through action and is aware, understanding, and appreciative of diversity.

Our vision is to go beyond simple tolerance and fully embrace the things that make each person unique. We recognize that our employees' differences support our ability to advance equity for the communities we serve. Further, we understand that equity is critical to the fulfillment of our mission to help entire communities become better places to live.