



## Position Description

### Executive Assistant to CEO/Project Manager

**Mission:**

The mission of Sanneh is to Empower youth, Improve lives, and Unite communities.

**Vision:**

Sanneh's nationally recognized programs are designed to address the range of social factors that empower youth and improve community well-being through culturally responsive and equitable access to programs, opportunities and environments.

**Values:**

- Building Community
- Caring & Compassion
- Diversity & Inclusion
- Education
- Integrity
- Inspiring Excellence
- Innovation & Leadership
- Fun
- Character Building

**Job Overview:**

The Executive Assistant/Project Manager report to the CEO and provides executive and project management support in a one-on-one working relationship with the CEO. This individual serves as the primary point of contact for all internal and external constituencies on all matters pertaining to the CEO. Additionally, this individual organizes and coordinates executive outreach and external relations efforts; and oversees special projects.

The Executive Assistant/Project Manager must be creative, self-directed, and enjoy working within a small, nimble, entrepreneurial environment that is mission-driven, results-driven, and community oriented. The ideal individual will have the ability to exercise flexibility/nimbleness, good judgment in a variety of settings, with strong written and verbal communication, administrative, and organizational skills, and the ability to maintain a realistic balance among multiple priorities. This individual must be able to work independently on projects, from conception to completion, and must be able to multi-task, work under pressure, and at times to handle a wide variety of activities and confidential matters with discretion.

**Reports to:** Chief Executive Officer

**Supervises:** N/A

**Key Responsibilities & Requirements:****Executive Support**

- ❖ Completes a broad variety of administrative tasks for the CEO, including: coordinating an active calendar of appointments; completing expense reports; composing and preparing correspondence that are at times confidential; arranging detailed travel plans, itineraries, and agendas; and compiling documents for travel-related meetings.
- ❖ Collaborates with the CEO to prepare support materials, documents, presentations for his service on community boards, committees/taskforces/workgroups.
- ❖ Plans, coordinates and ensures the CEO's schedule is followed and respected by creating a win-win situation for direct access to the CEO's time and office.
- ❖ Attends meetings (on occasions) and events with or on behalf of CEO and confidentially speak on their behalf when necessary.

- ❖ Coordinates communication with the Vice President of External Affairs and Community Partnerships and/or Advancement team on behalf of the CEO with donors, staff, and others on matters related to CEO's programmatic initiatives.
- ❖ Provides a bridge for smooth communication between CEO's office and internal departments; demonstrating leadership to maintain credibility, trust and support with the Sanneh Foundation senior leadership, directors, and management staff.
- ❖ Works closely and effectively with the CEO to keep him abreast of upcoming commitments and responsibilities, following up appropriately.
- ❖ Keeps the CEO updated on matters (internal and external) to the operation of the Sanneh Foundation.
- ❖ Schedule meetings with the elected officials including city, state, and federal entities.
- ❖ Prioritizes conflicting needs; handles all matters expeditiously, proactively, and follows-through on projects to successful completion by adhering to completion timeline(s).
- ❖ Assist with the scheduling tours of Sanneh Foundation's facilities for external stakeholders.

#### **Communications, Partnerships, and Outreach**

- ❖ Ensure the CEO's bio is kept updated and responds to requests for materials regarding the CEO and the Sanneh Foundation in general.
- ❖ Manage CEO's social media presence.
- ❖ Edits and completes first drafts for written communications to internal and external stakeholders.
- ❖ Assists with special events (i.e. Gala4Goals and Gala4Golf).

#### **Project Management:**

- ❖ Monitors, organizes, and improves project tracking systems for the CEO; organizes and maintains relevant program files. This includes researching initiatives and events, creating project proposals, and vetting individuals, etc.
- ❖ Leads special initiatives or projects.
- ❖ Collaborates with staff of the Sanneh Foundation to evaluate progress and refine plans by exercising sound judgment for project progress and project direction on behalf of the CEO.
- ❖ Provides vision and direction on special projects to ensure alignment with the Sanneh Foundation and leads process improvement initiatives in the Sanneh Foundation functional unit(s).
- ❖ Evaluates and provides feedback for submissions from the departments in the Sanneh Foundation priorities, providing relevant responses/feedback, etc.

#### **Strategic Initiatives**

- ❖ Works with the different Sanneh Foundation departments in coordinating the CEO's outreach activities.
- ❖ Follows up on contacts made by the CEO and supports cultivation of ongoing relationships.
- ❖ Edits all, and creates acknowledgements letters from the CEO to donors, maintaining donor database.
- ❖ Collaborates with and assists the Senior Leadership with major strategic initiatives and project as time permits.

#### **Education and Experience**

- ❖ Bachelor's degree required.
- ❖ Demonstrated experience working with Executives, preferably in a non-profit organization.
- ❖ Experience and interest in internal and external communications, partnership development, and fundraising.
- ❖ Proficient in Microsoft Office (Word, Excel, and Power Point), Adobe Acrobat, Google Drive, and Social Media web platforms.
- ❖ Knowledge and ability to use social media
- ❖ Project Management experience.

#### **How to Apply:**

For more information about this posting, see: <http://thesannehfoundation.org/about-us/careers/>

Please send a cover letter, résumé, and three professional references to Ms. Jade Adams at [jadams@thesannehfoundation.org](mailto:jadams@thesannehfoundation.org). Applications are accepted until the position is filled.

When writing your cover letter please consider the following questions:

1. Why do you want to work at The Sanneh Foundation?
2. How can you advance the Diversity/Equity/Inclusion and Social Justice Agenda at Sanneh?
3. What opportunities have you had working and collaborating in diverse, multicultural, and inclusive settings?

### **Physical Demands and other notice**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the functions of this job, the employee is regularly required to stand, walk, use hands to finger, handle, or feel, reach with hands and arms, talk or hear; and frequently required to taste or smell; occasionally lift and/or move up to 100 pounds; frequently lift and/or move up to 50 pounds; regularly lift and/or move up to 25 pounds. VISION: See in the normal visual range with or without correction. HEARING: Hear in the normal audio range with or without correction.

The Sanneh Foundation is an affirmative action & equal opportunity employer. D/V/M/F. Applicants will be considered without regard to age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality, sex, or veteran status. If you require an accommodation to apply for a position, please contact us at: 651.690.4855.

***The above is intended to describe the general content and requirements for the performance of this job. We acknowledge that this position description is not to be construed as an exhaustive statement of duties, responsibilities or requirements.***