



ADMINISTRATIVE ASSISTANT Job Description

Reports to: President and CEO
Classification: Full-time permanent; exempt
Supervises: N/A
Salary Scale: Salary is commensurate with experience

The Texas Trees Foundation is currently seeking an experienced, reliable and task-oriented Administrative Assistant.

Position Description: The Administrative Assistant will work directly with the President and CEO, and will serve as the primary point of contact for internal and external constituencies. The Administrative Assistant also serves as a liaison to the Board of Directors and senior management team. The Administrative Assistant must be creative and enjoy working in a fast-paced environment that is mission-driven and community oriented. The ideal candidate will have the ability to exercise good judgment in a variety of situations, with strong written and verbal communication, administrative, and organizational skills, and the ability to maintain a realistic balance among multiple priorities.

Organization: Texas Trees Foundation, a 501(c)(3), makes possible a higher quality of life for citizens, visitors and businesses through research, technology, and education to strategically protect, plant and care for trees and assure that all projects show a return on investment to support growth and livability. Far more than a tree planting organization, Texas Trees collaborates with urban planners, landscape architects, developers, corporations and municipalities to improve the overall quality of life for the citizens who call Dallas and North Texas home.

CEO Support:

- Completes a broad variety of administrative tasks for the President and CEO including: managing a busy calendar, composing and preparing correspondence that is sometimes confidential.
- Plans, coordinates and ensures the CEO's schedule is followed and respected, providing that "gatekeeper" and "gateway" role
- Works closely with the CEO to keep her informed of upcoming commitments and responsibilities, following up appropriately. Acts as a "barometer", having a sense for the issues taking place in the environment and keeping her updated
- Assists in coordinating the senior management team meetings and all-staff meetings
- Support the CEO with organizational development and strategic planning

Board Support and Liaison:

- Serves as the administration liaison to the Foundation's Board of Directors
- Assists with compiling agenda material and distribute in a timely manner before each meeting
- Coordinate catering and other logistics needed for meetings
- Takes accurate minutes of the meetings

Operations Support:

- Provide support to the operations team to include updating the operations calendar, entering volunteer hours, event coordination and online registrations
- Purchase office and kitchen supplies and keep storage room stocked and organized
- Manage repair and maintenance of office equipment, including phones, copier, printers and computers

Development Support:

- Manage the Foundation's donor database (currently Donorperfect) by assuming the lead role in the Foundation's ongoing effort to maintain accurate and complete donor records, including data-entry and clean-up of records, report generation and solicitor tracking of donor activity
- Design and execute donor database reports, extracting information from the reports for Foundation needs
- Analyze and track giving with monthly reports and reconcile with accounting each month
- Process donations, prepare acknowledgment letters and enter donations into Donorperfect
- Prepare letters, packets and other information for appeal mailings, donor meetings and presentations
- Prepare online registrations and Constant Contact mailing lists

Required Qualifications/Skills:

- Two to five years of administrative assistant experience; nonprofit experience preferred
- Must be computer literate (strong working knowledge of Word, PowerPoint, Excel and Outlook)
- A proactive approach to problem-solving with strong decision-making skills
- Excellent interpersonal and communications, verbal and written, skills that enable work in a collaborative and multi-faceted team environment
- Strong organizational skills that reflect ability to perform and prioritize multiple tasks seamlessly
- Ability to work with a broad range of people including major donors, Board members, Foundation staff and outside partners

Work Hours/Compensation:

This is a full-time position, which provides competitive pay commensurate with experience; 75% health insurance coverage; vacation; personal and sick time and a supportive and engaging work environment with opportunities for professional development. Flexible schedule averaging 40 hours per week.

To Apply: Send resume, cover letter and references to Zaneta Oliver at zaneta@texastrees.org by August 19, 2019.

No telephone calls please.