NICHQ
National Institute for Children's Health Quality

Career Opportunity: Executive Assistant

Organization Overview

The National Institute for Children's Health Quality (NICHQ) is a mission-driven nonprofit dedicated to driving dramatic and sustainable improvements in the complex issues facing children's health. We provide deep expertise in building and managing effective change strategies that align partners and engage participants to achieve better outcomes for children's health.

Position Overview

The Executive Assistant is extremely organized and resourceful, with substantial experience supporting a chief executive officer, president or other senior-level executives. This highly motivated individual will have experience that includes calendar management and travel planning for CEO and other senior executives, administration of logistics and support for a board of directors and its committees.

Summary

Career Level: Experienced
Status: Full Time
Education: Bachelor's degree preferred or equivalent work experience
Reports to: Chief Executive Officer and Chief Operating Officer

Responsibilities

Executive Assistant:

- Provide timely, accurate and effective administrative support for the CEO, including:
  - managing an extremely active calendar of appointments and arranging complex meetings;
  - compiling detailed travel plans, itineraries, agendas and background; and
- Composing and preparing correspondence.
- Plans, coordinates and ensures the CEO's schedule is followed and respected; provides gateway role, managing CEO and other's time productively.
- Manages a variety of special projects for the CEO, some of which are confidential and may have organizational impact.
- Successfully completes critical aspects of deliverables with a hands-on approach, including drafting correspondence, preparing presentations, formatting and preparing reports, and other tasks that facilitate the CEO's ability to effectively lead the organization.

Board Support and Liaison:

- Serves as the CEO's administrative liaison to NICHQ's Board of Directors.
- Manages and makes all logistical arrangements for meetings of the Board, including conference space and travel arrangements; secures and prepares appropriate space.
- Works closely with CEO and Chief Operating Officer to prepare and distribute agenda, Board committee content, presentations and briefing materials in advance of quarterly Board meetings.
- Records and prepares formal minutes of the Board meetings in an accurate and timely manner.

Senior Management Assistant Responsibilities

- Participates as an adjunct member of the Executive Team including assisting in scheduling meetings, preparing agendas, providing advance materials and support.
- Follows up on contacts made by the CEO or other senior managers, and supports the cultivation of ongoing relationships by preparing information or briefing packages, keeping contacts current, providing reminders to team regarding deadlines and deliverables.
- Supports Leadership and Executive Teams and others as needed in preparation of correspondence, presentations and reports for external stakeholders.

Qualifications

- 8+ years of executive administration supporting senior level executives within a nonprofit environment
- Bachelor's Degree or equivalent experience
- Direct experience managing complex schedules and logistics for individuals and teams
- Self-starter with demonstrated ability to work independently and as a team member
- Forward looking thinker, who actively seeks opportunities and proposes solutions
- Strong interpersonal and communication skills with ability to work effectively with all levels of management and colleagues
- Ability to successfully handle multiple priorities and shifting responsibilities while remaining flexible, resourceful and highly professional
- Ability to prepare and process information of a sensitive nature, including personnel and organizational topics, while maintaining confidentiality
- Strong organizational skills that reflect ability to perform and prioritize multiple tasks seamlessly with excellent attention to detail
- Proficient in Microsoft Office (Outlook, Word, Excel, Adobe and PowerPoint); strong typing, proofing, and editing skills

Salary and Benefits

Salary will be commensurate with qualifications and experience. Excellent benefits package, including medical, dental, disability and life insurance, flexible spending accounts, paid earned time off and holidays, and commuter benefits.

To Apply

To apply for this employment opportunity, please complete and submit an online application at NICHQ.org. If you have any trouble accessing the application form, please email careers@nichq.org.

NICHQ is committed to creating a diverse environment and is proud to be an equal employment opportunity. All qualified applicants will receive consideration for employment without regard to race, color, religion, national origin, gender, sexual orientation, age, marital status or disability.