



#### About Us:

United Way of Central and Northeastern Connecticut is one of more than 1,100 autonomous United Ways in our nation and nearly 1,800 community-based United Ways in forty-five countries and territories. We have the unique ability, vision, and resources to bring together diverse stakeholders around a community vision of creating positive change to achieve long-lasting results for children and families.

#### Our Mission

To engage and bring together people and resources committed to the well-being of children and families in our community.

#### Our Vision

A community where opportunities are available for every child to succeed in school and for every family to achieve financial security.

#### Our Values

In pursuing our mission, the following principles guide our relationships with stakeholders, including our donors, volunteers, partners, employees and the communities we serve: a belief that respect, equity, diversity and inclusiveness make us stronger; engaging others with professionalism and quality support; seeking creative and sustainable solutions to pressing social challenges; maintaining the highest standards of personal and organizational honesty in order to ensure stewardship of donors' dollars; being proactive and responsive through consistent communication; and, delivery of high-quality services and effective measurement of results to ensure efficiency and innovation.

#### Join Our Team! Career Opportunity

Reporting directly to the President and CEO, the Executive Assistant provides comprehensive support to the Office of the President, which includes the President and CEO, Chief Financial Officer, and serves as a liaison to the board of directors. This role is full time working 37.5 hours per week.

The Executive Assistant must exercise discretion and maintain confidentiality in overseeing governance/senior leadership matters, maximize efficiencies and use of technology, and enjoy working within an environment that is mission-driven, results-driven, and community oriented.

The ideal individual will have the ability to exercise good judgment in a variety of situations and will possess strong written and verbal communication, administrative, and organizational skills. The ability to maintain a realistic balance among multiple priorities is imperative. The Executive Assistant must be able to work under pressure at times to manage a wide variety of activities and confidential matters with discretion.

Salary: \$33.00-\$36.00 dollars per hour

#### What you will do:

- Provide comprehensive support services to the Office of the President including ensuring outstanding communication and responsiveness; sophisticated calendar management by prioritizing inquiries and requests while troubleshooting conflicts; make judgements and recommendations to ensure smooth day-to-day engagements.
- Support the Office of the President in strategic communications, arranging meetings including calendar invitations and any additional needs (i.e. refreshments), organizational strategy, including basic research, preparing and editing correspondence including donor thank you letters, presentations, memos, completion of expense reports and reconciliation of corporate credit cards and all other special projects as assigned.
- Provides a bridge for smooth communication between the President's office and internal departments, demonstrating leadership to maintain credibility, trust, and support.
- Function as a liaison and provide support to the Board of Directors. Arrange and manage all logistics and required documents for virtual and in-person board meetings and events in a timely manner: schedule meetings; draft agendas; develop, compile, and distribute presentation materials; record and write up meeting minutes. Adhere to compliance with applicable rules and regulations set in bylaws regarding Board of Director and Board Committee requirements.
- Coordinate all yearly Board of Directors and board committee meetings including our newly created Foundation Board with consideration to critical timing and send invitations.
- Manage Board of Directors yearly requirements including Code of Ethics and Conflict of Interest, General Information and Board of Director Requirements, demographics, and Biographies.
- Maintain pertinent information on Board of Directors and Committee Members in StratusLive (i.e., contact information, board terms, and committee associations).
- Prioritize conflicting needs, handle matters expeditiously, proactively, and follow-through on projects to successful completion, often with deadline pressures.
- Complete and submit required yearly United Way Worldwide membership application following Board approval.
- Lead administrative assistant team focused on addressing common issues, streamlining processes, and sharing techniques, opportunities, and best practices.
- Maintain organizational charts and employee listings (name, title, dept., and phone number).
- Manage all scheduling of training, conferences, etc., travel logistics and review/approve final expenses for the Office of the President and staff.
- Assist in other administrative tasks as assigned for the overall benefit of the organization.

#### About you:

- Associates degree or professional certification in related field plus three years of comparable experience in executive administration and board administration and/or equivalent combination
- Familiarity with non-profit sector
- Strong interpersonal skills and high degree of professionalism in dealing with and building relationships with diverse groups of people both internally and externally.
- Strong organizational skills with the ability to take initiative, problem solve, multi-task, be a team-player, be flexible, adapt to shifting priorities, and prioritize work.
- Excellent communication skills, both verbal and written
- Demonstrated writing and analytical skills.
- Commitment to perform duties at the highest level on a consistent basis.
- Excellent organizational skills, commitment to accuracy and attention to detail

- Ability to access a wide range of sources and networks for information.
- Good judgment and ability to function independently.
- Proficiency in all Microsoft Office applications, Adobe Acrobat, and survey tools
- Ability to manage sensitive and confidential situations with diplomacy.
- Highly experienced in electronic communications
- Forward-looking thinker, who actively seeks opportunities and proposes solutions.

How to apply:

Qualified applicants should submit a resume and a cover letter describing 1) qualifications and experiences 2) salary requirements and 3) how they learned about the position to:

United Way of Central and Northeastern CT  
Human Resources  
One State Street Suite 1710  
Hartford, CT 06103  
No phone calls please.

United Way of Central and Northeastern Connecticut is an equal opportunity employer M / F / D /V

Frequently cited statistics show that women and members of structurally marginalized and/or underrepresented groups apply to jobs only if they meet 100% of the qualifications. United Way of Central and Northeastern Connecticut encourages you to break that statistic and to apply. Few candidates will meet 100% of the qualifications. We look forward to your application.