



Discover The Possibilities

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Job Title: Executive Assistant
Position Type: Full-Time, Non-Exempt
Salary: \$16.75 - \$23.95
Location: National Ability Center Ranch, Park City, Utah
Supervisor: Executive Director/Chief Operating Officer

Job Summary:

Provide on-going support and leadership to the executive director, chief operating officer, executive staff and board of directors. Responsible for administrative, strategic and development work with the aim to continue high quality program delivery and grow the mission of the National Ability Center. A primary function of this and every other job at the National Ability Center is to ensure that each member, guest and visitor of National Ability Center receives the highest caliber of service.

Major Tasks and Responsibilities

- Provide high level administrative support to the executive director and chief operating officer with great attention to detail, including extensive calendar management, scheduling and confirming appointments, travel planning, maintaining organized paper and electronic files, and supporting written and verbal correspondence to key stakeholders (including screening incoming calls and reviewing mail)
- Operate as a member of the executive staff team and represent written and verbal communication to the staff, board and stakeholders on behalf of the executive director and chief operating officer as requested
- Create and distribute board meeting minutes and materials
- Create written reports gathered from statistical analysis of internal and external trends, responsible for highlighting findings and recommendations, and implementation of best practices
- Maintain annual calendar of all board and committee meetings and assist in meeting material preparation, distribution and follow-up
- Act as a primary contact for board members and major donors on behalf of the executive director and handle information requests
- Ensure the accurate and timely tracking of contributions from and acknowledgement to stakeholders and supporters on behalf of the executive director
- Work with staff team to discern external patterns of change that may affect organizational strategies and create plans designed to enhance opportunities and lessen threats as appropriate
- Manage and support the executive director and chief operating officer in the accurate tracking of executive expense reports, receipts, in-kind contributions and other related documentation

- Create presentations of a thoroughness and quality suitable for senior level audiences, including executive leadership team and the board of directors
- Preparing executive director, chief operating officer, board and staff representatives for donor and community presentations
- Support the development and distribution of board education materials
- Supervise and facilitate meetings and events (planning, logistics, presentations, minutes)
- Promote opportunities for stakeholders to engage with National Ability Center programs and events
- Support the input and maintenance of high quality donor and participant data
- Assist in the cycle of stakeholder engagement, including prospect/participant and partner identification, data and relationship management, cultivation and stewardship
- Assist in the recruitment and supervision of administrative volunteers
- Provide support for general office reception, including greeting visitors, answering phones and leading facility tours as needed
- Assist other executive staff with administrative needs, as time permits
- Maintain a welcoming environment focused on customer care throughout the National Ability Center facilities
- Other duties as identified

Required Knowledge and Qualifications

- Bachelor's degree or equivalent professional experience
- Excellent interpersonal communication, relationship building and stewardship skills
- Requires a high degree of diplomacy and discretion in the handling of confidential information and interaction with key community leaders
- Ability to personally connect with, network and engage diverse groups of internal and external stakeholders
- Commitment to delivering high-quality work aimed at results. Accountable to organizational and personal goals and objectives
- Demonstrated ability to work productively and collaboratively independently and within a team
- Flexible with a strong work ethic to accommodate multiple responsibilities and shifting priorities
- Ability to positively receive and provide job coaching for personal development.
- Proficiency with Microsoft Office programs and database management. Experience with Sales Force a plus
- Commitment to a positive, fun and team-oriented working environment

Benefits

- Medical, dental, paid time off, paid holidays, long-term disability