

**POSITION TITLE:****Executive Assistant****POSITION REPORTS TO:****President & CEO****Job Summary:**

The Executive Assistant is responsible for providing general administrative assistance, office and program administrative support, and support to the Board of Directors.

**ESSENTIAL FUNCTIONS:****Administrative Support**

- Answer, route and/or respond to phone calls; and retrieve voice messages from UBF's mainline
- Greet and manage all visitors and assist with meeting needs
- Manage President/CEO's calendar

**Office Support**

- Manage physical office (utilities, heat/AC, cleaning, office supplies, trash/recycling, kitchen, bathrooms, conference room, employee safety, office décor (plants, pictures, lighting, etc.)
- Manage office equipment including but not limited to computers, phones, copiers, postage, etc.
- Serve as point person for all IT-related issues, and manage server-back up drives
- Retrieve and process mail and incoming faxes
- Manage conference room and public/internal calendar
- Assist with planning staff meetings, board meetings, retreats, holiday and celebratory occasions
- Assist with new hire orientation
- Serve as a vendor point person
- Manage accounts payable process
- Coordinate donor thank you process

- Program Support – 10%
  - Work with 4th Quarter Marketing Firm with production and creation of UBF marketing materials
  - Assist with hard-copy file maintenance, as well as electronic file creation and maintenance
  - Assist with distribution and receipt of information to grantees and philanthropic supporters of UBF
  - Assist with bank deposits by obtaining a signature and placing them into the safe for for the President/CEO and UBF Finance Contractor

## **Board Support**

- Board Meeting logistics (meeting location, food, etc.)
- Maintain Board contact list
- Coordinate Board committee meetings
- Coordinate Board holiday party
- Board Meeting notifications and announcements.
- Assemble and distribute Board packet for each Board meeting; including Board orientation binders
- Assist Board Secretary with meeting minutes creation, approval and filing
- Special projects and miscellaneous follow-up, as needed
- Coordinate second signatures for checks from Board Members for auditing purposes
- New Board Member orientation; put together binder, obtain resumes, update website



United Black Fund  
of Greater Cleveland Inc

### **Required Qualifications:**

- 2+ years relevant work experience.
- Strong written and verbal communication skills.
- Extremely detailed oriented; critical.
- Proficient in Microsoft Word, Outlook and Excel
- Excellent organization skills.
- Strong commitment to UBF's mission

### **Preferred Qualifications:**

- Associate's Degree
- 2+ years of non-profit experience