



Job Summary: The Executive Assistant and Board Liaison provides high-level administrative support to the CEO and serves as the administrative liaison to the Board of Directors. The Executive Assistant also provides scheduling and some administrative support for the senior leadership team. The ideal candidate will have a strong commitment to RMHC's mission and be engaging, highly organized, detail-oriented, and have the ability to be proactive and resourceful in supporting RMHC's leadership and the Board of Directors. This part-time position is primarily remote with 2-3 in-person meetings per month.

Duties and responsibilities:

The Executive Assistant and Board Liaison is responsible for the following:

Effectively manage administrative priorities and provide administrative support for the CEO

- a. Manage, schedule, and track calendar appointments
- b. Organize and maintains accurate and up-to-date digital and physical files
- c. Coordinate meeting logistics
- d. Manage document and contract review processes to ensure documents are timely reviewed and approved
- e. Make travel and accommodation arrangements and complete reimbursement documentation
- f. Conducts research and analysis as needed
- g. Provide administrative support for human resources related activities

Provide administrative support for the Board of Directors

- a. Schedule, coordinate and manage the logistics for meetings for the board and board committees
- b. Coordinate communication between the board and staff, including responding appropriately to request for information from board members and communicating to the board on behalf of RMHC's senior leadership
- c. Prepare annotated agendas, presentations, and materials for board and committee meetings
- d. Accurately track and maintain paperwork and records pertaining to the Board serving as the Boardable (board portal) administrator
- e. Help to ensure that board members are engaged in advancing RMHC's mission and have the necessary information to fulfill their board obligations

Provide limited administrative support for fundraising efforts, special events, and outreach efforts

- a. Assist in coordination and mailing of fundraising campaigns and appeals
- b. Assist in registration for outreach events and additional support as needed

Provide general administrative support for the organization

- a. Actively participate in the organization's efforts to improve and enhance customer relations and to provide high-quality services to the public.
- b. Respond to opportunities that will advance RMHC's mission and perform other duties as assigned and prioritized by RMHC's leadership

Requirements:

- 1. Computer Experience required. Proficient working knowledge of Microsoft Office software. Experience with QuickBooks and Blackbaud's Raiser's Edge preferred.
- 2. Excellent organizational skills and attention to detail.
- 3. Excellent written and verbal communication skills.
- 4. Excellent interpersonal skills: patient, compassionate, outgoing, tactful, flexible and professional in manner. Demonstrates warm, supportive and cheerful behavior.
- 5. Ability to function as a team member.
- 6. Ability to function responsibly and autonomously.
- 7. Must maintain discretion with regard to confidentiality and privacy.
- 8. Be dependable, flexible, and highly sensitive to and supportive of the mission of Ronald McDonald House Charities.
- 9. Must be able to work effectively and accurately in a timely fashion.

To apply send your resume to Kerry Blumberg at kerry@rmhc-richmond.org.