

## United Way of Greater Rochester Career Opportunity



### Join the team!

United Way of Greater Rochester is a dynamic and collaborative work environment comprised of dedicated professionals who are driven to make our community a better place. Join our team and make an impact serving Greater Rochester with your time and talent.

### Mission

Our mission is to unite the goodwill and resources of the Greater Rochester community so that everyone can thrive. That means that our team is committed to working with local donors, businesses, not-for-profit program partners, municipalities and individuals to make this community stronger and more vibrant together.

### Values

Our core values define who we are and how we serve our community. United Way and our team members are caring, collaborative, equity-driven, innovative, respectful, results-oriented and trustworthy.

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## Job Title: Executive Office Administrator

**FLSA Classification:** Exempt

**Reports to:** President & CEO

### Summary

The Executive Office Administrator leads administrative and strategic support to the President & CEO. Working independently in a fast-paced environment with changing priorities, the Executive Office Administrator performs a broad range of executive administrative and organizational coordination duties. This position serves as the primary point of contact for internal and external constituencies on all matters pertaining to the Office of the President.

The Executive Office Administrator works closely with the President & CEO, Board of Directors, Leadership Team, Task Forces, Committees and internal employees. This position represents the President & CEO and the organization at all times and is focused on providing exemplary service to all constituents. The Executive Office Administrator leads and supports special projects and initiatives as identified to fulfill the strategic plan.



## Essential Functions

- Successfully runs and operates the President's Office smoothly and efficiently. Supports the President & CEO in a wide variety of administrative tasks and responsibilities.
- Represents the President's Office and United Way in a positive, professional manner internally and externally, with a strong focus on customer service and responsiveness
- Proactively manages and maintains the President & CEO's appointment schedule by planning and scheduling meetings, conferences, teleconferences, and travel
- Works with key staff to ensure President & CEO has materials in advance for all appointments and engagements
- Leads all support and management for the Board of Directors, Governance Committee and Board Task Forces
- Composes routine and non-routine correspondence. Prepares letters, memos and other documents. Compiles and organizes data for special reports. Transcribes and distributes meeting minutes and follows through with action items and tasks where applicable.
- Responsible for inputting and submitting expense reports
- Serves as a liaison and responds to requests for information from leadership team, board members, partners, key volunteers, employees and donors
- Engages in cross department work, ad hoc committees and manages special projects
- Creates content and presentations in different programs including: Word, PowerPoint, Visio, BoardEffect, and other software programs as required
- Maintains professional and technical knowledge to remain operationally proficient and productive
- Consistently demonstrates the values and mission of United Way
- Performs other duties as assigned

## Skills and Competencies

- Ability to proactively learn and anticipate the needs of the President & CEO
- Strong attention to detail
- Ability to make decisions with high judgement skills
- Analytical ability/problem solver
- Customer service oriented
- Adept in learning technology and systems:
  - Expert level in Microsoft Office programs: PowerPoint, Excel, Word, and Outlook
  - Microsoft Visio experience is preferred
  - Experience in Team and Project Software: Asana and Slack preferred
  - Experience with BoardEffect or online committee/board platforms preferred
- Adept at creating procedures
- Project management skills with ability to follow through on tasks and projects
- Excellent writer and communication skills
- Ability to time manage and prioritize

**Supervisory Responsibility**

None

**Travel**

Local travel may be required on an occasional basis

**Education and Experience**

A Bachelor's degree in a related field from an accredited program with at least 5 years of experience in an executive administrative or office management role; or 8 years of experience in an executive administrative role; or equivalent combination of education and experience.

**How to Apply**

Candidates may apply online at:

<https://www.uwrochester.org/About-Us/JoinOur-Team>

In support of the ADA, this job description lists only the responsibilities and qualifications deemed essential to the position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

United Way of Greater Rochester is an Equal Opportunity Employer. This policy prohibits discrimination on the basis of sex, race, color, religion, creed, national origin, age, marital status, sexual orientation, gender expression, disability, genetic predisposition, veteran status or status as a member of any other protected group or activity.