**Position: Executive Assistant/Board Liaison**

**Reports to: CEO**

**Status: Exempt**

Executive Assistant/Board Liaison reports directly to the CEO, performing diverse administrative and coordinating functions for several senior managers. Handles information related to confidential and sensitive matters. Coordinates a wide variety of project management support functions, is a centralized support role for All Faiths Food Board of Directors responsible for managing and coordinating board and board-related committee meetings, and board member communications. This position requires the ability to work professionally with the CEO, executive staff and the board of directors. Duties are complex, frequently time sensitive, and confidential in nature.

**Essential duties and responsibilities, i**nclude but are not limited to the following:

* Plans, coordinates and ensures the CEO's schedule is followed and respected. Acts as the gatekeeper and point of contact between top management and other stakeholders. Works closely and effectively with the CEO to keep well informed of upcoming commitments and responsibilities, and follow up as appropriate.
* Works closely with the CEO to help manage the day-to-day operations and to keep fully informed of significant internal issues. Assess inquiries directed to the CEO, determine proper course of action and delegate to the appropriate individual to manage.
* Supports the CEO in building Board relationships through direct interaction with directors. Coordinates the onboarding and orientation for new board members. Anticipates board needs, plans and coordinates workflow, drafts documentation and compiles materials for board meetings and board-related committees. Manages the process to ensure that all key deadlines are met. Works with the CEO on Board development and committee strategies as requested.
* Serves as a point of contact with the chair of the board, committee chairs and board members in verbal, written and electronic correspondence. Participates in meetings and serves as functional secretary of the Board, committees and subsidiary groups. Communicates directly and on behalf of the CEO with Board members, donors, and others, on matters related to CEO's initiatives.
* Provides leadership and support for the senior management team and staff to create a productive work environment. Assists with organizing, developing, and implementing an effective organizational structure that supports the mission and goals of the Food Bank.
* Facilitates regular meetings with senior managers and staff to keep communication lines current and open, discuss the coordination and integration of work, and address issues that affect the Food Bank across departments. Provides a bridge for smooth communication between the CEO's office and internal departments; demonstrating leadership to maintain credibility, trust and support with all staff.
* Assists with coordination of the planning and implementation of the Food Bank’s strategic framework. Provides leadership to build relationships crucial to the execution of the strategic framework and success of the organization.
* Completes critical aspects of deliverables with a hands-on approach, including drafting acknowledgement letters, personal correspondence, and other tasks that facilitate the CEO's ability to effectively lead the company. Assist with travel, meetings and conference calls.
* Carries out special assignments as needed, some of which may have organizational impact. Manages projects across the entire organization, working with a variety of stakeholders and staff.

**Qualifications**

* A minimum of 5 years’ experience interacting with senior management and Board of Directors; background in developing and managing programs and resources in a dynamic and growing organization.
* Strong written communication and proven knowledge and experience in developing, implementing, managing and facilitating meetings.
* Excellent organizational skills and attention to detail, including the ability to multi-task under tight deadlines, determine priorities effectively and manage multiple demands.
* Outstanding decision-making and problem-solving skills; initiative; resourcefulness; and proven ability to work collaboratively with the CEO, senior management, Board members, staff, and constituents.
* Expertise in the use of software programs, e.g. word processing, presentation software, and database applications.
* Bachelor’s degree; Master’s in business or nonprofit management a plus.

Submit cover letter, resume, and salary expectations to: [Marybeth@mbjgroup.com](mailto:Marybeth@mbjgroup.com), deadline June 15, 2018.

All Faiths Food Bank is an Equal Opportunity and Affirmative Action employer that values diversity. All qualified applicants will receive consideration for employment without regard to, and will not be discriminated against based on race, color, creed, religion, sex, national origin, genetic information, marital status, status with regard to public assistance, disability, age, veteran status, sexual orientation, gender identity, or any other legally protected characteristic. 