



**JOB TITLE: Executive Assistant / Development Associate**

**LOCATION: Yonkers**

**REPORTS TO: President/CEO**

**Summary:** We are looking for a smart, confident, flexible, reliable, tech-savvy, and well-organized professional to join us. Working in partnership with the President and CEO and his team, the right candidate will become the go-to person on wide-ranging initiatives across our expansive organization. This is a wonderful opportunity to make an impact and to learn and grow in your career. The salary range for this position is \$50k-\$60k, commensurate with experience.

**Duties and Responsibilities:**

***Completes a broad variety of tasks for the President and CEO including:***

- Manages calendar, screens calls, prepare letters, contracts, and other documents, including many items that are confidential in nature.
- Manages a variety of special projects for the President including a series of annual staff events.
- Prepares for and attends quarterly board meetings including advance distribution of materials in electronic/paper format, taking minutes, and recording all Board resolutions.
- Communicates on behalf of the President and CEO with board members, donors, service partner staff, and others, on a broad range of agency initiatives.
- Researches, prioritizes, and follows up on incoming issues and concerns addressed to the President, including those of a sensitive or confidential nature. Determines appropriate course of action, referral, or response.
- Creates and publishes the staff newsletter quarterly.

***Completes a broad variety of fundraising tasks including:***

- Manages the donor database with extreme attention to detail including processing contributions, producing reports and mailing lists, and preparing acknowledgement letters.
- Coordinates planning and logistics of special events as needed.
- Prepares print collateral for donor meetings.
- Assists with communications efforts including basic graphic design, photography, social media posting, and website updates.

**Qualifications:**

College degree and 2+ years of relevant professional experience preferred. Strong written and organizational skills that reflect ability to lead projects and perform and prioritize multiple tasks seamlessly with excellent attention to detail. Very strong interpersonal skills and the ability to build relationships with stakeholders, including staff, board members, external partners and donors. Proven ability to handle confidential information with discretion, be adaptable to various competing demands, and demonstrate the highest level of customer/client service and response. Strong computer skills with proven ability to learn new programs and skills enthusiastically. Proficient in Microsoft Office (Word, Excel, and Power Point). Adobe Acrobat, Google Docs, Canva, and Social Media web platforms will also be helpful.

**To Apply:** Send resume and cover letter to [Maureen.Natkin@westhab.org](mailto:Maureen.Natkin@westhab.org)