



Job Description

ASSISTANT TO THE CEO

DEPARTMENT: Executive
REPORTS TO: President/CEO
HOURS/STATUS: Full time/ Exempt

Willow Domestic Violence Center is a dynamic and collaborative work environment comprised of dedicated and supportive professionals who care about making our community a better place. Every day we have an impact on the lives of families. Join our team to help fulfill our vision of a community free from domestic violence, where healthy relationships thrive.

POSITION SUMMARY

The Assistant to the CEO is based out of the Willow administrative office and is responsible for providing administrative support to the CEO and Board of Directors while supporting individuals and families experiencing domestic violence. The Assistant to the CEO must be able to work evenings and weekends when necessary. This position has a pay range of \$46,020 - \$50,000 annually, dependent on a combination of experience and skills.

ESSENTIAL DUTIES AND RESPONSIBILITIES

EXECUTIVE SUPPORT

- Completes a broad variety of administrative tasks for the President/CEO including: managing an active calendar of appointments, composing and preparing correspondence, welcoming visitors, and compiling documents/agendas for meetings.
- Plans, coordinates and ensures the President/CEO's schedule is followed and respected.
- Communicates directly, and on behalf of the President/CEO, with Board members, donors, staff, and others on matters related to the CEO's programmatic initiatives.
- Works closely and effectively with the President/CEO to keep them well informed of upcoming appointments and responsibilities. Provides day-of reminders to those who have scheduled meetings with the President/CEO to ensure attendance.
- Successfully completes critical aspects of deliverables with a hands-on approach, including: drafting acknowledgement letters, personal correspondence, and other tasks that facilitate the President/CEO's ability to effectively lead the Agency.
- Completes projects and special assignments by establishing objectives, determining priorities, managing time, facilitating the cooperation of others, monitoring progress, and making adjustments to plans as needed.
- Conducts research on prospective Agency donors to identify and evaluate current needs and assembles materials needed for the proposals.
- Maintains Agency records in compliance with record retention policies.

BOARD SUPPORT AND LIAISON

- Serves as the President/CEO's liaison to Willow's Board of Directors.
- Manages Board activities, including: scheduling monthly Board and Board Committee meetings, coordinating new Board member orientations, and note-taking during meetings. Coordinates follow-up action items and activities.
- Maintains Board calendar of activities to ensure compliance with reporting requirements and nonprofit regulatory guidelines and mandates.
- Prepares and updates agency dashboard monthly to communicate at-a-glance overview of key metrics.
- Takes the lead on compiling, assembling, and distributing Board meeting materials in advance.

SENIOR MANAGEMENT LIAISON

- Assists in coordinating the agenda, ensuring attendance, and scheduling Executive/Leadership Team meetings.
- Prepares an account of the meetings and designates/follows-up on the meeting's assigned action items.

OTHER DUTIES AS ASSIGNED

- Supports the Executive Leadership Team for key initiatives.
- Assists the development department in accepting in-kind donations, maintaining donor database, and preparing gift acknowledgement letters as necessary.
- Represents Willow at community meetings, special events, or with other partners as requested.
- Serves as a member of additional teams and groups at Willow and in the community when relevant.
- Maintains confidentiality and completes all job functions ethically and in a culturally competent manner.
- Pursues professional development opportunities and participates in relevant Willow trainings.
- Any other duties as may be assigned.

EDUCATION AND EXPERIENCE

- Associates Degree required, Bachelor's Degree preferred.
- Three years of experience in providing administrative support to a Senior Executive required, five to seven years' experience preferred.
- Experience with Raiser's Edge or other fundraising databased preferred.

QUALIFICATIONS

- Strong organizational and time management skills that reflect ability to perform and prioritize multiple tasks seamlessly with excellent attention to detail.
- Strong interpersonal skills and the ability to build relationships with stakeholders, including staff, Board members, and donors.
- Excellent communication skills, both oral and written.
- Demonstrated proactive approaches to problem-solving with strong decision-making skills.
- Demonstrated ability to achieve high performance goals and meet deadlines in a fast paced environment.
- Proficient understanding of Microsoft Word, Teams, PowerPoint, Excel and Publisher.
- Must display a high degree of professionalism and ability to work independently.
- Proven ability to handle confidential information with discretion.

OTHER: Must possess a current NYS driver's license that is not in jeopardy of being revoked, and have a reliable vehicle. Must be able to work occasional evenings and weekends when necessary. Notary Public License preferred; if not currently licensed, selected candidate must be able to pass the notary exam within the first six months of employment.

HOW TO APPLY

Submit cover letter and resume by mail or email:

◦ **Mail: P.O. Box 39601, Rochester, NY 14604** ◦ **Email: HR@willowcenterny.org**

Be sure to indicate which position you are applying for in the subject line.

No phone calls please.

We offer a generous benefits package including health and dental insurance, paid time off, and a 401k retirement plan.

Willow Domestic Violence Center is committed to equal opportunity for all, without regard to race, religion, color, national origin, citizenship, sex, sexual orientation, gender identity, age, veteran status, disability, genetic information, or any other protected characteristic. Willow Domestic Violence Center will make reasonable accommodations for known physical or mental limitations of otherwise qualified employees and applicants with disabilities unless the accommodation would impose an undue hardship on the operation of our business.