

## **Executive Assistant**

The Executive Assistant is responsible for supporting the Director in organizing and maintaining daily administrative functions and operations of the organization.

### **MAJOR RESPONSIBILITIES**

- Administrative Support

#### **Administrative Support**

- Provide high-quality administrative support to Founder/Director
- Update and maintain all organizational calendars
- Draft letters/ follow-up emails/correspondence as requested for various programs/projects
- Work with director and team to execute annual development plan/strategy to increase sponsorships for LTB's main fundraising and awareness events
- Organize meetings; maintain meeting schedules, agendas and meeting minutes. Keep organized and filed
- Keep on going daily journal and daily employee notes. Keep them organized and filed
- Prioritize projects to keep multiple projects moving in a timely manner
- Run errands
- Set up/break down meeting spaces and serve donors/dignitaries/special guests during meetings/luncheons as required including follow up and clean up
- Assist with event coordination, logistics and the events themselves including clean up
- Create SOPs for various job duties and functions of the organization
- Help employees follow SOP's and update SOPs as needed
- Support with the purchasing of products for gift shop and any other donation items for the overall functions of LTB
- Track expenditure receipts and provide reports as required
- Maintain check and cash logs, including petty cash, incoming checks/donations
- Maintain/track shipping & receiving log
- Maintain opportunity drawing logs, payments and permitting requirements
- Keep upstairs office clean and tidy, organized and stocked
- Book/Schedule travel arrangements including hotel, airline and meeting spaces
- Map mileage for rescues, travel and more
- Daily sales reports
- Support in the building and cultivation prospect relationships by initiating communications and follow-up communications typically via telephone; but face-to-face when needed
- Work as a team to strengthen organization's strategic fundraising goals
- Cross-train for most job roles within the organization to ensure a sound understanding of all organizational operations

#### **Other**

- Maintain knowledge of policies and procedures on all aspects of LTB.
- Keep office and workspace tidy and clean.

- Maintain confidentiality of proprietary information
- Attend & participate in all staff & office meetings
- Engage as a team member/team player at LTB.
- Provide outstanding customer service in-person and over the phone.
- Other duties as assigned by the Founder/Director.

***Job duties and hours can change and may include early mornings, late nights, weekends, and holidays.***

*To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

### **TO APPLY**

Email cover letter, resume outlining relevant experience, and two professional references to [admin@lionstigersandbears.org](mailto:admin@lionstigersandbears.org)

In the subject line use: **Applicant – Executive Assistant**