

# EXECUTIVE ASSISTANT

Austin Angels is an impactful nonprofit that is on a mission to change the way children, youth, and families experience foster care. We believe that if we can support every child, youth, and family in the foster care system in our programs, we have a great chance of changing the world we live in. We believe that our greatest ability to achieve this mission is by attracting, developing, and retaining the best team members possible. We see our employees as the competitive advantage that makes the difference!

Austin Angels core values are:

**Hope** - We lead with hope because we deeply believe in our ability to create a better future.

**Community** - We cultivate togetherness by treating everyone with dignity, respect, and compassion. We are better together.

**Empowerment** - We empower our community to take action rooted in the belief that we have responsibility to one another. Together, we remove barriers to create lasting change.

**Curiosity** - We maintain an attitude of humble curiosity, putting aside judgment to seek truth, knowledge, and understanding. We remain lifelong learners to better ourselves and our community.

**Transformation** - We are social entrepreneurs who refuse to settle for the way things are. We are committed to creating an environment that allows everyone to realize and fulfill their talents and potential. By doing so, we will transform the world we live in.

Our fast-growing organization has a start-up mentality, but also a level of professionalism and drive that is not found in most nonprofits. There is a LOT of opportunity within our organization and we are looking for a creative, innovative self-starter who exudes these five core competencies: Passion, Professionalism, Initiative, Positivity, and Adaptability.

## SUMMARY:

The Executive Assistant reports directly to the Executive Director and will serve as a systems master for our fast-paced non-profit, based in Austin, TX. In addition to directly supporting the Executive Director, this role is responsible for managing many of the operational functions of Austin Angels and supports fundraising efforts. Things are constantly evolving so flexibility is vital.

## PRIMARY RESPONSIBILITIES:

- Work as directed by the ED to support the mission of Austin Angels
- Maintain the ED's calendar, including scheduling meetings with donors, team members, community partners, board members, etc.
- Manage ED's email inbox, as needed
- Support full execution of ED's tasks, commitments, responsibilities, etc.
- Assist with donor stewardship (thank you cards, Impact reports, mailings, etc)
- Execute research projects and community outreach as needed for fundraising efforts
- Assist with social media content creation and engagement

- Meeting coordination: assist in the creation of agendas for staff meetings, board meetings, council meetings and take copious notes during meetings, ensuring follow through on action items.
- Coordinate planning and logistics for events, including donor events, employee engagement activities, program events, fundraisers, etc.
- Bring fresh ideas, creativity, and POSITIVITY to our team!

## **QUALIFICATIONS:**

- Self-starter, highly motivated, meticulously organized.
- Professional, adaptable, passionate.
- Ability to multitask, strong time management skills, ability to prioritize tasks.
- Works well independently and as a team player.
- Strong prioritization, organization, and project management skills
- Experience working with Google Drive, Microsoft Word, and other organization tools.
- Experience working with Canva, Mailchimp, CRM preferred
- High-level understanding of the child welfare system preferred

## WHAT WE OFFER:

Deep sense of purpose: Knowing that your work is deeply impactful and seeing the impact every day. Each person's job is directly tied to the mission. We encourage thinking and dreaming big. Your voice will be heard and all ideas are welcome. Feelings affirmed. Perspectives shifted. Deep trust. You will have the autonomy to get your job done well. Our company culture is unmatched: you will work with the best team, where every person is treated with respect and dignity, and we have fun together. Extremely positive work environment, no US vs THEM attitude- we are a team, and the passion is palpable.

### Benefits:

- Dental package
- Health insurance (employee paid)
- Paid time off
- Professional Development + Technology Stipend
- 403(B) Plan (employee paid)
- Flexible schedule
- Cell Phone stipend
- Parental leave

### Work Location:

- 60% in-person at our Buda office (required)
- 40% remote

### Details:

- March 1st Start Date (Flexible)
- Job Type: Full-time
- Number of hires for this role: 1
- Salary: \$40,000
- Experience: 3-5 years in a similar role

## TO APPLY:

Submit the following via email to [sara@austinangels.com](mailto:sara@austinangels.com):

- Resume
- Cover letter
- Answers to the following questions
  - How did you hear about Austin Angels?
  - What is most appealing to you about this position?
  - What are your top three skills and how would you apply them in this role?