



**COMMUNITY EDUCATION BUILDING  
POSITION DESCRIPTION**

## **Senior Executive Assistant**

**Reports To: Chief Executive Officer**  
[www.cebde.org](http://www.cebde.org)

### **POSITION**

Reporting directly to the CEO, the Senior Executive Assistant provides executive, administrative, and development support to the Chief Executive and the Senior Leadership Team at CEB. The Executive Assistant serves as the primary point of contact for internal and external constituencies on all matters pertaining to the CEO and serves as liaison to the CEB staff. The Executive Assistant supports executive outreach and external relations efforts.

### **PRIMARY RESPONSIBILITIES**

#### **1. Executive and Administrative Support**

- a) Promote a warm and friendly CEB hospitality by ensuring meeting rooms are ready, greeting guests, providing refreshments, etc.
- b) Act as primary point of contact for external inquiries and telephone calls
- c) Provide general executive administrative support to CEO; day-to-day management of CEO's calendar, coordinating meetings and logistics with internal and external clients
- d) Arrange CEB Board Meetings, record meeting minutes, and maintain official Board files.
- e) Build relationships with clients, guests, and other stakeholders at a high level on behalf of the CEO
- f) Coordinate and attend bi-weekly Joint Operations team and monthly staff meetings, record minutes, and maintain action item report
- g) Provide direct support to Leadership Team as required
- h) Update the CEO on key organizational issues when she is out of the office
- i) Manage inventory of office supplies
- j) Prime administrator of the building scheduling system
- k) Sort and prioritizes mail for CEB staff

#### **2. Development Support**

- a) Support the planning and execution of CEB events, ensuring that the CEB brand is well represented
- b) Track in-kind and charitable gifts, preparing and distributing relevant correspondence.
- c) Manage the development database and support the preparation and compilation of reports, grant proposals, direct mail campaigns, letters of solicitation, thank you notes, etc.
- d) Support content management on social media outlets, website, etc.
- e) Support the VP of Development by making and confirming travel arrangements
- f) Coordinate submission of travel and other expense claims
- g) Conducts research as requested on prospective corporate, foundation, and individual donors
- h) Obtain training on, and become fluent in, the development database (Salesforce) and research program (DonorSearch)



## PRIMARY RESPONSIBILITIES (CONT'D)

### 3. HR Support

- a) Ensure that new hire processes are followed
- b) Draft employee offer letters
- c) Schedule new employee orientation meetings
- d) Complete assigned tasks on new employee onboarding checklist (see attached) and work with CEO to ensure employee onboarding checklist is complete
- e) Complete assigned tasks on employee termination checklist (see attached) and work with CEO to ensure employee termination checklist is complete
- f) Support payroll by collecting and verifying hourly timesheets and providing to the payroll vendor.
- g) Maintain employee files
- h) Support CEO in staff morale and staff recognitions
- i) Lead a team to plan and implement an annual staff event
- j) Work with CEO to annually review employee handbook and HR policies
- k) Maintain employee holiday, vacation, and PTO leave records; communicate leave status monthly
- l) Coordinate annual review meetings in July and August
- m) With external IT support manage CEB email accounts and Microsoft Exchange access

### 4. Special Projects

As the Senior Executive Assistant, it is expected that non-routine tasks and projects may come up that require an administrative coordinator or point person.

## PERSONAL STRENGTHS

The successful Senior Executive Assistant will be a highly motivated person that works well with a small, entrepreneurially-minded team. A warm and friendly disposition and passion for the mission of CEB are essential.

1. Ability to anticipate help that is needed
2. Attention to detail
3. Has a “what else can I do” mindset.
4. Is comfortable in a dynamic environment, flexible in the face of mid-course corrections, and enjoys working as part of a team.
5. Engages work with multiple internal and external stakeholders at all organizational levels
6. Technologically savvy, with superior familiarity of the Microsoft Office Suite (Word, Excel, Power Point, Outlook) and web-based applications.
7. Excellent oral and written communication skills.
8. Ability to work independently (plan, prioritize and organize workload)
9. Knowledge of the educational, political and non-profit landscape of Wilmington is helpful.

## EDUCATION

- High School Diploma required; Associates Degree, advanced training in office management or human resources is strongly preferred

Please submit your letter and resume by email to Linda Jennings at [ljennings@cebde.org](mailto:ljennings@cebde.org).