

# PROLANTHROPY

PROFESSIONAL ATHLETES | MANAGED PHILANTHROPY | CHANGED LIVES

## **JOB DESCRIPTION**

Executive Secretary & Administrative Assistant

## **CORPORATE OVERVIEW:**

Prolanthropy is the largest and most successful provider of philanthropy management services in professional sports, specializing in the formation and management of non-profit foundations of professional athletes. Having established an industry leading presence built on nearly two decades of world-class results, Prolanthropy provides professional athlete clients with the fiduciary, governance, administration, event, programming and marketing expertise needed to achieve their philanthropic goals.

## **POSITION**

The Executive Secretary & Administrative Assistant to the Executive Team will report to and support the Executive Team and support the Foundation Management Team. The Executive Secretary & Administrative Assistant serves as the primary point of contact for internal and external constituencies on all matters pertaining to the Office of the Executive Team.

This position serves as a liaison to the non-executive staff as well as organizes and coordinates executive outreach and oversees special projects for the Executive Team. The candidate must be a skilled communicator with creativity and be able to exercise good judgment in a variety of situations. The Executive Secretary & Administrative Assistant must also have strong written and verbal communication skills in addition to administrative and organizational skills. The Executive Secretary & Administrative Assistant should also be able to manage multiple tasks and be able to work independently on projects from conception to completion.

## **RESPONSIBILITIES**

### **Executive Team Support:**

- Complete a broad variety of administrative tasks for the Executive Team including but not limited to managing extremely active calendar of appointments, completing expense reports, composing and preparing correspondence that is sometimes confidential, arranging complex and detailed travel plans, itineraries, and agendas and compiling documents for travel-related meetings.
- Plans, coordinates and ensures the Executive Team's schedule is followed and respected. Provides a "gatekeeper" and "gateway" role, creating win-win situations for direct access to the Executive Team's time and office.
- Collaborates with Executive Team in coordinating the agenda/logistics for all company-wide staff meetings.
- Researches, prioritizes, and follows up on incoming issues and concerns addressed to the Executive Team, including those of a sensitive or confidential nature. Determines appropriate course of action, referral, or response.

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- Provides a bridge for smooth communication between the Executive Team and internal departments.
- Demonstrates leadership to maintain credibility, trust and support with senior management staff.
- Coordinate Executive Team's attending and hosting of social functions including banquets, fundraising events, seminars, company functions, etc.
- Works closely and effectively with the Executive Team to keep them well informed of upcoming commitments and responsibilities, following up appropriately. Acts as a "barometer," having a sense for the issues taking place in the environment and keeping the Executive Team updated.
- Successfully completes critical aspects of deliverables with a hands-on approach, including drafting acknowledgement letters, personal correspondence, and other tasks that facilitate the Executive Team's ability to effectively lead the company.
- Prioritizes conflicting needs; handles matters expeditiously, proactively, and follows-through on projects to successful completion, often with deadline pressures.
- Coordinate IT issues with Prolanthropy's Digital/IT Department on behalf of the Executive Team
- Support the Executive and Foundation Management Teams as needed with respect to daily functions, projects and problem/resolution matters.
- Participates as an adjunct member of the Executive Team including assisting in scheduling/agenda/logistics meetings and attending all meetings.

## **Foundation Management Team Support:**

- Edits and proofreads written communications/presentations to new client candidates for Executive Team and Foundation Management Team.
- Assists in coordinating the logistics/agenda/support materials for the Foundation Management Team's internal forum/capacity meetings.
- Assists in coordinating the logistics/agenda/support materials for the Foundation Management Team's Client Executive Board meetings.
- Edits and completes written communications/presentations to clients and their boards for Executive Team and Executive Directors.

## **Office Management:**

- Supervises the maintenance any alteration of office areas and equipment, as well as layout, arrangement and housekeeping of office facilities.
- Supervises the maintenance of office equipment, including copier, fax machine, etc.
- Responsible for the facilities and day-to-day office operations

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- Participates as needed in special department projects.
- Report to work on a daily basis as required and/or directed.
- Assist in all other duties as assigned.

## **QUALIFICATIONS**

- College or formal training in administration, technology, business or marketing.
- Must have at least 1 year of experience as an Executive Secretary & Administrative Assistant or 1 year of administrative experience
- Proficient and current in all current Microsoft Office systems with a solid understanding of Microsoft Outlook
- Strong organizational skills that reflect ability to 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.
- Strong level written and verbal communication skills
- Demonstrated proactive approaches to problem-solving with strong decision-making capability
- Emotional maturity
- Highly resourceful team-player, with the ability to also be extremely effective independently.
- 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.
- Demonstrated ability to achieve high performance goals and meet deadlines in a fast paced environment.
- Forward looking thinker, who actively seeks opportunities and proposes solutions.
- Personal qualities of integrity, credibility, and dedication to the mission of Prolanthropy.

Please email Resume, Cover Letter and Salary requirements to: [hr@prolanthropy.net](mailto:hr@prolanthropy.net). Only submissions that include Resumes, Cover Letter and Salary Requirements will be considered. Please do not reach out via telephone, cold call visit or emailing staff to addresses other than the above as your resume will not be reviewed. For your resume to be considered, you must include the title “Executive Secretary” in the subject line in your email submission. Employment is subject to reference, education and background check validation. Prolanthropy is an Equal Opportunity Employer.