



## REGIONAL TASK FORCE ON THE HOMELESS

"OUR COMMUNITY, OUR HOMELESS, OUR ISSUES"

The Regional Task Force on the Homeless (RTFH) is seeking a detail oriented EXECUTIVE ASSISTANT who is an excellent proofreader and is exceptional at taking minutes for a large Board of Directors and associated Committees to join the RTFH Team.

The Regional Taskforce on the Homeless (RTFH) is a non-profit organization committed to preventing and alleviating homelessness in San Diego. RTFH is the homeless policy expert and lead coordinator for the introduction of new models and implementation of best practices for the San Diego Region. We provide essential data and insights on the issue of homelessness, informing policy and driving system design and performance. This includes managing the Homeless Management Information System, conducting the Annual Point-In-Time Count, and implementing the Coordinated Entry System.

The RTFH is the regional Continuum of Care (CoC), an integrated array of stakeholders tasked with strategic planning and coordination of resources to strengthen our collective impact. Leveraging the comprehensive resources of the CoC, the RTFH has become a singular organization with a singular vision: to end homelessness in the San Diego region.

### **PURPOSE:**

Regional Task Force on the Homeless (RTFH) is seeking a dynamic Executive Assistant to hold responsibility for managing activities of the Chief Executive Officer (CEO) the RTFH Board of Directors, Committees and Membership. In collaboration with the CEO, the Executive Assistant ensures consistent and timely communications with the Board of Directors and the RTFH Leadership Team in a competent manner, ensuring confidentiality as well as professionalism in dealing with all internal and external constituents.

### **In this role, you will be responsible for, but are not limited to:**

- The ability to use good judgment, make quick independent decisions, and timely communications.
- Prioritization and management of multiple responsibilities simultaneously.
- Steady competence and focus when facing rapid rates of changing demands.
- Passion for maintaining a high bar for quality with a critical eye for detail.
- Effective collaboration and influence with stakeholders from a variety of functions and businesses at every level.

### **ESSENTIAL FUNCTIONS:**

#### **CEO Support**

- Provides project management and performs a variety of high level administrative support duties of considerable complexity requiring thorough knowledge of the RTFH's procedures and operational details; composes and prepares correspondence using considerable judgment in content and style; provides assistance for a wide

variety of assignments related to administration of budgets, contracts, research projects, and department programs; and performs related work as required.

- Communicates directly, and on behalf of the CEO, with Board members, donors, staff, and others, on matters related to RTFH programmatic initiatives.
- Completes a broad variety of administrative tasks for the CEO including: managing an active calendar of appointments; completing expense reports; composing and preparing correspondence that is sometimes confidential; arranging travel plans, itineraries, and agendas; and compiling documents for travel-related meetings.
- Prepare and organize CEO's daily activities with support and backup materials.
- Researches, prioritizes, and follows up on incoming issues and concerns addressed to the CEO, including those of a sensitive or confidential nature.
- Provides a bridge for smooth communication between the CEO's office and internal staff; demonstrating leadership to maintain credibility, trust and support with senior management staff.
- Works closely and effectively with the CEO to keep him/her 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 CEO updated.
- Provides leadership to build relationships crucial to the success of the organization, and manages a variety of special projects, some of which may have organizational impact.
- Successfully completes critical aspects of deliverables with a hands-on approach, including drafting acknowledgement letters, personal correspondence, and other tasks that facilitate the CEO's ability to effectively lead the company.
- Participates in cross-functional teams as time permits.
- Drafts acknowledgement letters from the CEO to donors.
- Follows up on contacts made by the CEO and supports the cultivation of ongoing relationships.
- Ensures that the CEO's bio is kept updated and responds to requests for materials regarding the CEO and the organization in general.

### **Confidentiality**

- The Executive Assistant / Board Liaison position provides a broad range of confidential executive support within the Executive Office and for the Board of Directors. By nature of the position, the Executive Assistant / Board Liaison is exposed to confidential, privileged matters necessitating the use of tact, diplomacy, discretion and judgment. The Executive Assistant / Board Liaison will hold such information in strict confidence and will not disclose or divulge such information, either directly or indirectly.

### **Board Support and Liaison**

- Maintain frontline communications with Board of Directors (BOD), serving as the central point of contact to facilitate CEO and BOD, committee meetings and other Board oriented activities.

- Coordinate with the CEO, and/or committee liaison, in the scheduling and planning of Board and committee meetings. Coordination of meeting technology, presentation logistics, preparation and distribution of all meeting materials.
- Ensures meeting spaces are prepared for attendees including meeting materials, beverages/ food, audio visual, teleconference, seating/ table arrangement, etc.
- Provides strategic support and assistance with the preparation board and committee meeting materials, attend assigned meetings, take and transcribe minutes.
- Maintain thorough knowledge of the Charter, bylaws policies and procedures.
- Maintain minutes, Charter, bylaws, policies, records and files of all board-related current and past projects, committees and meetings. Maintain and administer Board forms and contact information.
- Initiate communications and respond to Board, donor, volunteer, and community requests, compose and /or edit correspondence and format documents.
- Maintains discretion and confidentiality in relationships with all board members.
- Manages Board and Committee election process, recruitment efforts and conducts orientation.

### **Senior Leadership Liaison**

- Participates as an adjunct member of the Leadership Team including assisting in scheduling and attending meetings, taking minutes and meeting follow-up.
- Assists in coordinating the agenda of Leadership team meetings, off-site meetings and all staff meetings.
- Facilitates cross-divisional coordination of travel and outreach plans.

### **Other Responsibilities**

- Maintain accurate and timely progress notes on all partners/donors/board members as they relate to the office of CEO and BOD as necessary.
- Manage projects and special assignments and other duties as assigned.

### **QUALIFICATIONS:**

- Minimum of five years of experience assisting at the senior leadership level in a fast-paced environment; nonprofit experience is preferred.
- Minimum of 5 years of experience interfacing with a large Board of Directors.
- Highly organized, analytical, flexible with shifting priorities and able to always exercise good judgment.
- High level of integrity and discretion in handling confidential information.
- Proficient in Microsoft Office (Word, Excel, and Power Point), and Adobe Acrobat Pro.

### **Required Skills/Abilities:**

- 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.

- Expert level written and verbal communication skills. Meticulous writing and editing skills.
- Demonstrated proactive approaches to problem-solving with strong decision-making capability.
- Professional 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.

### **Physical Demands:**

The physical demands here are representative of those met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit; use hands to hold objects, writing instruments, the telephone, or files; and talk and hear. The employee is frequently required to reach with hands and arms. The employee is occasionally required to stand and walk.

The employee must occasionally lift and/or move up to 20 pounds. Specific vision abilities required by this job include close vision, color vision, depth perception, and the ability to adjust focus.

### **WORK ENVIRONMENT:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is occasionally exposed to chemicals such as cleaning supplies and office products. The noise level in the work environment is usually moderate. The temperature in the work environment is maintained at a reasonable level.

Salary based on experience within the salary range of \$45,000 - \$55,000. Benefits package includes medical, dental, vision, chiropractic, and life insurance, SIMPLE IRA, and paid time off.

Our organization offers a business casual work environment with a talented and friendly team.

If you are qualified and interested in this position, please reply to this post. Send a cover letter, resume, and pay requirements. Be sure to include the job title in the subject line of your email.

RTFH is an Equal Opportunity Employer.