THE WILDERNESS CENTER

JOB DESCRIPTION

Title: Executive Assistant

Supervisor: Executive Director

Location: The Wilderness Center; Wilmot, Ohio

Position Type: Full Time, exempt. Flexible schedule with remote work being optional at times. Benefits include health, vision, dental, life & long-term disability insurance, paid time off (vacation, sick and holidays), and a 401(k) match up to 5%.

Summary of Position:
Provides administrative and logistical support on a variety of projects and activities to assist the Executive Director in facilitating the efficient and effective operation of the organization.

Duties & Responsibilities:
- Serves as a primary point of contact for the Executive Director.
- Provide comprehensive support services to the Executive Director that ensures outstanding communication and responsiveness internally and externally.
- Provide efficient calendar management; prioritize inquiries and requests, troubleshoot conflicts, and make judgments and recommendations to ensure smooth day-to-day operations.
- Conduct research and analysis on issues identified by the Executive Director.
- Support and manage requests and projects to meet the objectives of the Executive Director.
- Manage scheduling and deadline logistics for the Executive Director.
- Prepare and edit correspondence, presentations, reports, policies, and memos.
- Complete expense reports and manage correspondence with vendors.
- Support the Executive Director in strategic communications, organizational strategy, and special projects as assigned.
- Organize details for board meetings, fundraising activities, staff meetings, and other logistics.
- Serve as a liaison to the Board of Directors and ensure appropriate follow-up.
- Create and maintain quality filing and communications systems including contacts and documents.
- Support Executive Director with donor/funder/grant research and relations.
- Follow up with contacts made by the Executive Director as well as act as the central contact for key external relationships.
- Learn and manage assigned donor relationships via Neon CRM.
- Support key meetings and teams effectively via notes, action items, and follow-up.
- Assist in other administrative tasks as needed.

Qualifications & Requirements:

- Experience: 3 years of related work experience.
- Familiarity with the non-profit sector.
- Must be organized, creative, and enjoy working within an environment that is mission-driven and conservation-oriented.
- Strong interpersonal skills with the ability to take initiative, multi-task, be a team player, be flexible, adapt to shifting priorities, and prioritize.
- Excellent communication skills, both verbal and written.
- Demonstrated writing and analytical skills.
- Outstanding organizational skills and the ability to maintain a balance among multiple priorities.
- Strong research skills.
- Must be able to exercise good judgment, manage multiple deadlines, and possess reasoned-based decision-making skills in a variety of situations
- Ability to function independently without a lot of guidance.
- Ability to work in an evolving setting and be able to adapt to change.
- Must be able to work under pressure at times to handle a multitude of activities
- Commitment to accuracy and attention to detail is imperative.
- Good working knowledge of all Microsoft Office applications.
- Highly experienced in all forms of electronic communications and document management.
- Ability to manage up.
- Ability to handle sensitive and confidential situations with diplomacy and discretion.
- Ability to work flexible hours, including some evenings and weekends.
- Sense of humor.
- Adherence to Wilderness Center's mission and core values.
- Must be able to pass a background check and drug test.
- Must have a valid driver's license.

The Wilderness Center, Inc. is an equal opportunity employer. It is our policy to comply with all applicable state and federal laws prohibiting discrimination based on race, age, color, sex, religion, national origin, or other protected classification.

UPDATED: 8/24/2022