



NATIONAL FOSTER YOUTH INSTITUTE

## **Executive Team Assistant**

**Location:** District of Columbia

### **Pay Scale**

- \$60,000 Annual Salary
- This is a full-time, exempt position
- Benefits include health care, dental and vision care

**Supervisor:** Executive Director

### **Job Summary**

NFYI's Executive Team Assistant is the heart of organization and operates as the catalyst that keeps the organization moving forward. This critical position will work closely with the Executive Team and Board of Directors.. The Executive Team Assistant will support and lead a variety of simultaneous projects that require strong verbal and written communication skills, a positive outlook, flexibility and critical thinking skills. NFYI is a small but powerful team that values strong interpersonal relationships with one another. The Executive Team Assistant is willing to support other team members when needed. The ideal candidate will be a highly organized proactive problem-solver and effective communicator who pays meticulous attention to detail. *This position is virtual, but the Executive Team Assistant must live within the Washington, DC area and be able to meet in person with the Executive Director at least once each week.*

### **Duties and Responsibilities:**

#### **Administrative**

- Proactively manage the executive director's calendar and email with a focus on efficient time utilization and scheduling management
- Compose and edit official correspondence that demonstrates excellence in grammar, spelling, and document formatting
- Record meeting minutes and produce reports, including expense reports, pre-read and briefing documents
- Manage NFYI's administrative systems such as file sharing, mail, office supplies, meeting coordination support
- Manage special projects assigned by the executive director

#### **HR Management**

- Maintain accurate Human Resources records for organization, including employee recruitment, interview scheduling, offer letters, onboarding paperwork, new hire orientations, and scheduling and implementation of employee performance reviews.
- Ensure that HR policies, procedures and training programs are consistently administered, aligned with organizational goals, and in compliance with professional and federal regulatory standards.
- Ensure overall organizational integrity through compliance with all local, state, federal, and other regulations for all employees.

#### **Development**



## NATIONAL FOSTER YOUTH INSTITUTE

- Assist executive team in researching, preparing, and submitting grant applications, renewals, and modifications as needed.
- Track all fundraising activities in Little Green Light; write and send donation acknowledgements.
- In partnership with the executive team, engage with donors to ensure donors are recognized for their value.
- Support the executive team in donor prospect research to identify potential foundation, corporate and individual funders with an interest in supporting the work of NFYI.

### **Personal Characteristics and Qualifications**

- Individuals with lived experience in the child welfare system, BIPOC and LGBTQIA+ community strongly encouraged to apply
- Bachelor's degree (BA, BS) from an accredited college or university and minimum of 3 years' work experience in a similar role or 5 years of work experience in a similar role.
- Has a growth mindset and embraces feedback
- Has experience working in a startup/small nonprofit
- Commitment to developing a harmonious workplace honoring the strengths of others as well as an interest in implementing social change through community empowerment.
- Personal values align with the vision and values of National Foster Youth Institute.
- Strong interest in nonprofit management.
- Ability to take direction and to work independently and be self-directed.
- Ability to solve problems.
- Excellent written and oral communications skills.
- Familiarity with or willing to learn QuickBooks, Concur, Emburse, Sharepoint, Google Drive, Monday a plus
- Flexibility, resourcefulness, and ability to manage multiple priorities.

### **Physical Requirements & Work Environment:**

- Willingness to use personal equipment such as cell phone and laptop/tablet when working remotely.
- Able to lift boxes up to 30 pounds and transport supplies
- Has a valid driver's license and is able to operate a motor vehicle.

*NFYI reserves the right to change duties (add and/or remove), as needed. All NFYI employees are encouraged to be flexible and responsive to change in the scope of duties.*

**To apply for this position please send cover letter and resume to [jobs@nfyi.org](mailto:jobs@nfyi.org).**