



Executive Assistant to the President and CEO

Passionate about groundbreaking community development and mission-driven leadership in a growing organization? Interested in cutting-edge community development, neighborhood revitalization, and developing mission-driven strategies? If so, we want to talk to you!

At our core, **New Jersey Community Capital (NJCC)** is a community development financial institution with a mission to create thriving communities through strategic investments and knowledge. Fulfilling the needs and improving the quality of life of thousands of individuals and families would not be possible without our talented staff and motivating environment. NJCC embrace diversity and equal opportunity in a serious way. We are dedicated to forming a team that represents a variety of backgrounds, perspectives, and skills. The more inclusive we are, the better our work will be.

Job Overview

Reporting directly to the President and CEO, the Executive Assistant provides executive support in a one-on-one working relationship. The Executive Assistant serves as the primary point of contact for internal and external constituencies on all matters pertaining to the Office of the President. The Executive Assistant also serves as a liaison to the board of directors and oversees special projects.

The ideal individual will have the ability to exercise good judgment in a variety of situations, with strong written and verbal communication, administrative, and organizational skills, and the ability to maintain a realistic balance among multiple priorities. The Executive Assistant will have the ability to work independently on projects, from conception to completion, and must be able to work under pressure at times to handle a wide variety of activities and confidential matters with discretion.

Responsibilities

- Completes a broad variety of administrative tasks for the President & CEO including: managing an extremely active calendar; completing expense reports; composing and preparing correspondence that is sometimes confidential; arranging detailed travel plans, itineraries, and agendas; and compiling documents for travel-related meetings.
- Plans, coordinates and ensures the CEO's schedule is followed and respected. Provides "gatekeeper" and "gateway" role, creating win-win situations for direct access to the CEO's time.
- Communicates directly, and on behalf of the President and CEO, with Board members, investors, staff, and others.
- Researches, prioritizes, and follows up on incoming issues and concerns addressed to the President, including those of a sensitive or confidential nature. Determines appropriate course of action, referral, or response.
- Provides a bridge for smooth communication between the President's office and internal departments; demonstrating leadership to maintain credibility, trust and support with senior 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 organization and keeping the President updated.
- Serves as the President's administrative liaison to the board of directors.
- Schedule and coordinate board meetings and work with team to prepare board packages.
- Performs other duties as assigned.

The skills you'll need

We're looking for people who are motivated and driven to develop their career. We'd love to talk to you if you possess the following:

- High School diploma, Bachelor's degree preferred.
- Have 5+ years of experience supporting C-level Executives, preferably in a non-profit organization.
- Proficient with Microsoft Office programs; Powerpoint preferred.
- Extremely organized, detail oriented, able to prioritize, and meet deadlines.
- Excellent communications and interpersonal skills.

What else you'll need to know

Check us out – do a deep dive in our [Glassdoor profile](#), at www.newjerseycommunitycapital.org.

In the short-term, the position will be remote, working from home due to COVID - related precautions implemented by NJCC. In the long-term, the position will work out of the Halsey Street location with occasional meetings at our New Brunswick office.

We offer a competitive nonprofit salary based on experience and skills (\$65-70K/annualized), as well as a generous benefits package including: health, dental, disability and life insurance; 401(k) savings plan after one year's service; flexible spending accounts (medical, dependent care, and transportation); and 23 paid leave days (includes sick, personal, and vacation) plus 13 paid holidays.

-To Apply

If this exciting opportunity appeals to you, please email a thoughtful cover letter, and your résumé to hr@njclf.com. Please include **"Executive Assistant to President – Your Name"** in the email's subject line.