

The New Hanover Community Endowment's Special Assistant to Chief Executive Officer

The New Hanover Community Endowment is seeking a Special Assistant to the Chief Executive Officer. This role is a highly critical role in this brand-new organization. As the CEO is occupied with both leading the building of the organization as well as being the community face, the Special Assistant will be critical in ensuring the CEO, and by extension the organization, operates at their highest capacity. This person will function as an indispensable right hand to the CEO involved in shepherding and executing major day-to-day priorities and leading on special projects.

This position will require a "roll up your sleeves," "get things done" attitude, and a willingness to support leadership in all areas. The best candidate will be a professional who is sharp, highly organized, detail-oriented, strategic, diplomatic, an effective communicator, nimble, curious, and maintains confidentiality. The candidate will have a track record of managing complex projects and internal relationships. The best candidate will also have a track record in managing up to executive leadership.

Key Responsibilities

- Responsible for facilitating communication and project management with internal and external staff and stakeholders to support and leverage the influence and effectiveness of the CEO.
- Serves as point of contact for CEO.
- Manages CEO calendar.
- Accompany the CEO in meetings, oversee meeting prep, track meeting takeaways and strategize next steps.
- Help ensure the CEO is organized, informed, prepared, and responsive.
- Anticipates CEO's needs.
- Help monitor and ensure organizational deliverables are on track and deadlines are met.
- Manages projects and taskings on behalf of the CEO.
- Ensure project management and support on special projects that advance organizational priorities
- Works alongside the CEO in producing Board communications.
- Support the CEO by drafting correspondence and presentations (in coordination with the Foundation's communications team).

- Works independently and with senior leadership across the Foundation.
- Work closely with the CEO and COO to support the establishment of Foundation infrastructure, processes, and procedures.
- Help to advance the organization's work on issues of importance to the CEO.
- Help solve problems, improve organizational efficiency, and fight fires wherever they arise.

REQUIRED QUALIFICATIONS

- Bachelor's degree in Business, or at least 15 years' experience in related roles. (An advanced degree in relevant field desired)
- Detail-oriented individual with excellent administrative skills and ability to prioritize tasks, and proficient in MS Office, PowerPoint; bringing specialized knowledge in record keeping, office support, and report coordination. (A ~~desired~~ proficiency in using project management software desired)
- Experience in maintaining highly confidential information
- Proven customer service skills and ability to execute all tasks with high level of accuracy, discretion, and professionalism.
- Experience of working in highly pressured environments while remaining calm, grounded, and task focused
- Ability to influence people, as they are required to negotiate with others for time and resources
- Outstanding verbal and written communication skills