WiNGS is a non-profit agency that supports women in realizing their fullest potential and a path to a better life. We support women in becoming strong mothers, successful in the workplace and financially secure. Formerly known as the YWCA of Metropolitan Dallas, WiNGS serves nearly 2,000 individuals each year. If you want to make a lasting impact in the lives of women and children in Dallas County, work with a team of passionate professionals in an evolving organization - WiNGS is a place for you.

**JOB DESCRIPTION SUMMARY:** The Executive Assistant serves as the primary point of contact for internal and external constituencies on all matters pertaining to the Office of the CEO. The Executive Assistant also serves as a liaison to the board of directors and senior management teams; organizes and coordinates executive outreach and external relations efforts; and oversees special projects. The candidate must be creative and enjoy working within a small, entrepreneurial environment that is mission-driven, results-driven and community oriented.

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. This position is temporarily remote and should be able to execute effective team building and program monitoring through virtual means. Proficiency with technology is essential during remote work and on-premises.

**PRIMARY RESPONSIBILITIES:**

- Completes a broad variety of administrative tasks for CEO including: managing an active calendar of appointments; completing expense reports, composing and preparing correspondence, arranging itineraries and agendas and compiling documents for meetings
- Provides leadership to build relationships crucial to the success of the organization and manages a variety of special projects for the CEO; some of which may have organizational impact
- Successfully completes critical aspects of deliverables with a hands-on approach, including drafting letters/emails, personal correspondence, and other tasks that facilitate the CEO's ability to effectively lead the organization
- Communicates directly, and on behalf of the CEO, with Board members, donors, staff, and others, on matters related to CEO's programmatic initiatives
- Provides fundraising support by recording all contributions into Salesforce. Produces donor acknowledgements letters for CEO signature
- Adheres to compliance with applicable rules and regulations set in bylaws regarding board and board committee matters, including advance distribution of materials before meetings in electronic/paper format
- Use Salesforce to document, track, and report fundraising activities.

**KNOWLEDGE & EXPERIENCE**

- Bachelor's degree required
- Strong work tenure: 5 to 10 years of experience supporting C-Level Executives, preferably in a non-profit organization
- Proficient in Microsoft Office (Outlook, Word, Excel, and Power Point), Adobe Acrobat, Salesforce required.
- Passion for the mission of WiNGS
- 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
Demonstrated proactive approaches to problem-solving with strong decision-making capability
Emotional maturity
Maintains discretion and confidentiality in relationships with all board members
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 for improvements and proposes solutions

We offer competitive compensation and comprehensive benefits, including medical, dental, vision, and life insurance, short- and long-term disability plans and retirement, as well as an environment where your professional growth and advancement are cultivated. WINGS is an Equal Opportunity Employer.

HOW TO APPLY:

For immediate consideration, qualified candidates should submit a resume or application to jobs@wingsdallas.org. Job applications can be found on our website at https://wingsdallas.org/about-us/jobs/.