



JOB DESCRIPTION – EXECUTIVE ASSISTANT

The Executive Assistant is a detail-oriented professional who helps maintain the highest level of efficiency within the day-to-day operations of Mission Advancement. The Assistant will work across the company in a collaborative manner.

- Full-time / Part-time: Part-time
- Reporting to: Chief of Staff
- Direct Reports: None
- Hours & Location: T-F 8:30 a.m. – 3:00 p.m. with some flexibility; based in McKinney office at 7850 Collin McKinney Parkway, Suite 101; this is not a work-from-home position

PRIMARY JOB RESPONSIBILITIES

- Manage MAP's intranet and update information as needed
- Assist the MAP leadership team with planning and logistics of corporate and external events, meetings, and speaking engagements
- Manage MAP office logistics, including, but not limited to, key access, inventory, stocking food/beverages, and office supplies
- Serve as liaison to MAP vendors
- Manage all corporate phone messages and mailboxes (email/postal); distribute or respond as needed
- Responsible for shipping packages and documents as necessary
- Support the Chief of Staff with personnel onboarding, including creating proper accounts and training on corporate systems and processes
- Responsible for approving staff PTO requests and updating the MAP Corporate Calendar
- Assist MAP leadership with special projects and assignments, such as improving/creating new documents and tools, internet research, calendar coordination, organizing online files, printing, binding, and other duties as assigned

QUALIFICATION & SKILL REQUIREMENTS

- Bachelor's degree required
- Strong problem solver with analytical ability and acute attention to detail
- Organized and independent worker with ability to prioritize and manage several tasks simultaneously
- Skilled at providing meaningful reporting to company leadership in a timely and effective manner
- Excellent oral, written, and interpersonal communication skills
- Ability to work with and across a multi-disciplinary, remote workforce
- Proficiency in Microsoft Office suite
- Previous nonprofit experience is a plus

ABOUT MISSION ADVANCEMENT

Since 2007, Mission Advancement Professionals (MAP) has focused on bringing our distinctive, relationship-based fundraising philosophy to human service nonprofits and independent schools. As principal and major gifts specialists, MAP counsels organizations through developing and increasing capacity for capital campaigns, growing annual operational funding, and creating long-term development strategies. We hold webinars and interactive workshops throughout the year to educate nonprofits on strategies to grow their missions. For more information, visit MissionAdvancement.com.

Interested candidates should email resumes to Info@MissionAdvancement.com

