



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 working across the company in a collaborative manner.

- Full-time/Part-time: Full-time
- Reports to: Chief of Staff
- Hours: Monday - Friday, flexibility with some at-home hours
- Location: 7850 Collin McKinney Parkway, Suite 101, McKinney, TX

PRIMARY JOB RESPONSIBILITIES

- Manage MAP office logistics, including, but not limited to, key access, collateral and book inventory, stocking food/beverages, and office supplies
- Support the Chief of Staff with personnel onboarding, including creating proper accounts and training on corporate systems and processes
- 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, etc.
- Plan and manage logistics for corporate and external events, meetings, and speaking engagements
- Oversee MAP's intranet and update information accordingly
- Ensure data integrity in MAP CRM (HubSpot)
- Manage all corporate phone messages and mailboxes (email/postal); distribute or respond
- Prepare and ship packages and reports
- Serve as liaison to MAP vendors

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
- Proficient in Microsoft Office suite
- CRM (HubSpot) and 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.
Check out our career page for more opportunities at
MissionAdvancement.com/Careers.

