

Job Title: Executive Assistant to the Executive Director - Yad Ezra Food Pantry

Job Summary: Yad Ezra, a leading food pantry dedicated to combating hunger in our community, is seeking a highly organized and proactive individual for the position of Executive Assistant to the Executive Director. The successful candidate will provide comprehensive administrative support to the Executive Director and offer general support to the front office. This role includes responsibilities related to fundraising, grant reporting, managing mail, scanning checks, inputting donations, typing minutes, and board communications. Proficiency in database or CRM systems is essential, and experience with Bloomerang is a plus. Strong skills in Microsoft 365 Office software are a must.

Responsibilities:

1. Executive Support:

- Serve as the primary liaison between the Executive Director and internal/external stakeholders, handling communications, appointments, and inquiries.
- Assist in the preparation and organization of materials for meetings, presentations, and reports.
- Manage the Executive Director's calendar, ensuring efficient scheduling and coordination.

2. Administrative Duties:

- Conduct day-to-day administrative tasks, including filing, data entry, and office organization.
- Handle incoming and outgoing communications, responding promptly and professionally.
- Draft, proofread, and edit correspondence, documents, and reports on behalf of the Executive Director.

3. Fundraising Support:

- Assist in organizing and coordinating fundraising events and campaigns.
- Maintain donor databases and records, ensuring accuracy and confidentiality.
- Prepare and distribute acknowledgment letters for donations received.

4. Grant Reporting:

- Collaborate with the Executive Director to compile data and information for grant applications.
- Assist in the preparation of comprehensive grant reports, ensuring compliance with donor requirements.
- Maintain a systematic record-keeping system for grant-related documents.

5. Front Office Support:

- Manage incoming and outgoing mail, ensuring timely distribution and handling.
- Scan and process checks, ensuring accurate and prompt input into the system.
- Input donations into the database, maintaining up-to-date and accurate records.
- Type and distribute meeting minutes, ensuring accuracy and timely delivery.

6. Board Communications:

- Assist in coordinating communications with the board of directors.
- Prepare and distribute board meeting agendas, minutes, and other relevant documents.

- Maintain organized records of board communications and meetings.
- 7. **Meeting Coordination:**
 - Schedule and coordinate meetings, conferences, and special events related to fundraising and grant activities.
 - Prepare meeting agendas, take minutes, and distribute relevant materials.
- 8. **Project Assistance:**
 - Support the Executive Director in various projects and initiatives
 - Conduct research and gather information to aid in decision-making and planning.

Qualifications:

- Proven experience as an executive assistant, administrative assistant, or in a similar role.
- Strong organizational and time-management skills with meticulous attention to detail.
- Experience in fundraising and grant reporting within a nonprofit setting is a plus.
- Excellent written and verbal communication skills.
- Proficiency in database or CRM systems is essential; experience with Bloomerang is a plus.
- Very strong skills in Microsoft 365 Office software are a must.
- Ability to prioritize tasks and work independently with minimal supervision.
- Compassionate and dedicated to the mission of Yad Ezra.

Education:

- Minimum of a high school diploma; additional relevant certifications or a degree in a related field is advantageous.

This is a full-time, in-person position during business hours with occasional weekend and evening commitments for events.

Salary Range is \$50,000-\$65,000 and is commensurate with experience.

How to Apply: Interested candidates should submit their resume, cover letter, and references to careers@yadezra.org. Please include "Executive Assistant Application - Yad Ezra" in the subject line. Applications will be accepted until July 19.

Yad Ezra is an equal opportunity employer committed to diversity and inclusion. We encourage candidates from all backgrounds to apply.