



JOB DESCRIPTION

Position: Executive Administrator

Reports to: Executive Director

FLSA: Exempt

Location: 58-12 Queens Blvd Suite 1

ABOUT US

Sports and Arts in Schools Foundation (SASF) is New York’s leading provider of after-school programs. Our mission is to bridge the opportunity gap among students in high-need communities by extending the school day and year with wholesome, skill-building activities designed to improve New York City children’s academic performance, health and wellness, attitude towards school, self-confidence, character and values, and opportunity for lifelong employment.

Summary:

The Executive Admin is responsible for performing a wide range of administrative duties to support the Executive Director. Duties includes phones, maintaining scheduling, process expense reports, schedule meetings and appointments and attend such on behalf of and with the ED; typing correspondence; preparing materials and notes prior to meetings; prepare reports; maintaining and ordering department supplies; interacting with Sr. Management, creating materials for development meetings and presentations, and performing other duties, as assigned.

Essential Job Functions:

- Manage Executive Director schedule and calendar, including preparing materials
- Screen emails, mail, phone calls and meeting requests
- Handle confidential information with discretion
- Prepare correspondence for Executive Director’s signature
- Manage and reconcile executive expenses
- Processes administrative paperwork, obtain necessary sign-off on documents
- Review submitted paperwork for completeness and accuracy prior to Executive Director approval
- Conduct research and prepare statistical reports
- Support the work of the strategic planning committees and other committees as deemed necessary
- Copy, file, fax, mail and distribute correspondence, reports, memoranda and other documents
- Organize and maintain meticulous files for the Executive Director
- Undertake special projects as requested and as assigned to the Executive Director
- Serve as back-up to other office assistants as needed
- Participate with Development Office related to assigned tasks and projects
- Represent Office of Executive Director
- Conduct Preliminary research related to potential donors

- Direct prospect research to appropriate pipelines

Interacts with:

- Executive Director, C.E.O, Board of Directors

Required skills:

- Advanced skills in Microsoft Excel, Word, and PowerPoint
- Excellent Presentation skills
- Excellent communication (oral and written) and interpersonal skills
- Ability to interact with a wide range of individuals in person and over the phone, applying judgment, tact and discretion as situations demand
- Exemplary customer service skills with ability to remain composed and courteous while answering questions within the scope of authority and confidentiality
- Detail-oriented
- Ability to effectively multi-task with competing priorities and time sensitive deadlines in a fast-paced environment
- Excellent organizational, time management and follow-up skills
- Excellent typing
- Flexible and adaptive to change
- Demonstrated ability to work with confidential, sensitive information
- Strong understanding of organizational structure and appreciation of SASF's mission and culture
- Knowledge of Social Media tools
- Ability to prepare and edit presentations

Qualifications:

- Bachelor's Degree
- At least 5 years related administrative support experience
- Experience in a Development Department is preferred
- Venture capital experience is preferred

To apply, please visit our website at sasfny.org/careers

***Disclaimer:** The statements herein are intended to describe the general nature and level of work being performed by the employee in this position. They are not intended to be construed as an exhaustive list of all responsibilities, duties, and skills required of a person in this position.*