
JOB TITLE: EXECUTIVE ASSISTANT
DEPARTMENT: EXECUTIVE
REPORTS TO: SENIOR VICE PRESIDENT & CHIEF OPERATING OFFICER
CLASSIFICATION: NON-EXEMPT
LOCATION: DALLAS, TEXAS

Position will provide administrative support to the executive team. Support will also be provided to board members, client personnel and other team members at all levels in a fast-paced environment. This position will be required to think critically, analyze data, anticipate needs and multi-task as needed. Confidentiality is crucial to this position.

WHO YOU ARE

As the Executive Assistant, you are a part of the executive team and are passionate about working with and serving others. You enjoy preparing communications, independently managing projects and addressing client inquiries. You maintain a professional demeanor in all communications with both external clients and internal stakeholders. A self-motivated team player, you excel at taking the initiative to transform ideas into action with minimal supervision.

You embrace change, remaining adaptable as procedures evolve. Rather than simply completing tasks, you proactively identify opportunities to improve processes and increase efficiency. When things get busy, you remain calm under pressure, prioritize effectively and work alongside your team to meet deadlines.

Essential duties and responsibilities

YOU ARE EXCELLENT AT:

- Providing administrative support to the President & CEO, Senior Vice President & Chief Strategy Officer and Senior Vice President & Chief Operating Officer
- Providing occasional administrative support to other personnel as needed
- Producing and distributing correspondence memos, letters, faxes and forms on behalf of the executive department
- Overseeing and/or organizing complex activities such as meetings, travel, and business calendars, requiring interaction with internal and external executives, board members and assistants
- Serving as board liaison with responsibility for scheduling, coordination and communication of all HighGround board related activities—meetings, committee meetings, dinners, related communications and preparation of materials through board technology platform (OnBoard)
- Establishing, developing, maintaining and updating filing system
- Maintaining department budget
- Managing special projects, as applicable
- Replying to email, telephone or face to face inquiries
- Preparing and submitting expense reports
- Serving as backup to the other department administrative assistants
- Covering the reception desk as required and providing general support to visitors
- Assuming responsibility for related duties as required and assigned

Competencies and qualifications

YOU HAVE:

- Five+ years' experience as an executive assistant is required
- Knowledge of standard office administrative procedures

- Intermediate computer skills, specifically with Microsoft Office Excel, Word and Outlook and the ability to learn and utilize internal systems and applications
- Excellent command of the English language
- Excellent verbal, written and interpersonal communication skills with the ability to interact with all levels of clients and internal personnel
- Strong attention to detail, high level of accountability, excellent organizational skills and the ability to work independently
- Analytical ability to gather and summarize data for reports
- Ability to maintain a high degree of ethical standards and complete confidentiality at all times
- Ability to multi-task, prioritize and problem solve as priorities may often shift
- Experience with OnBoard, Adobe Pro, InDesign and Salesforce is a plus
- Ability to remain insightful, caring and flexible as it relates to the organization's mission, team members and clients

HighGround has a professional, open office environment

ADMINISTRATIVE ASSISTANT WORKING CONDITIONS:

- Routinely uses standard office equipment such as computers, phones, multi-functional copiers and filing cabinets
- Usually sits to complete job functions, but may walk or stand for brief periods of time (access to sit-to-stand desks for optimal flexibility is provided)
- Must be able to lift up to 25 pounds
- Is required to have close vision, distance vision and the ability to adjust focus
- Is required to have the ability to lift files, open cabinets and bend or stand on a stool
- Is required to work onsite as scheduled with the potential to qualify to work from home on Fridays and has little to no expected travel

The above statements are intended to describe the general nature and level of work being performed by the person(s) assigned to this job. They are not intended to be an exhaustive list of all duties, responsibilities and skills required of personnel so classified. Employees holding this position will be required to perform any other duties as requested by management, from time to time in its sole discretion. This updated job description supersedes prior descriptions for the same position. Management reserves the right to add or change duties at any time.

WHO WE ARE

Our vision is to Protect, Strengthen and Grow our nonprofit clients. We believe there is no pursuit more important than this; because we believe the work we do now and, in the future, will not only shape our lives but will empower the many organizations that truly transform lives. This vision forms an authentic pathway to our mission—to be an innovative and vigilant caretaker of the funds and assets entrusted to us by the nonprofits and generous individuals we serve through effective asset management, gift planning strategies and account support services. It is the outcome we work towards—to have a greater impact on the world and individual lives. We hope you will decide to join us on this incredible journey.

HighGround is committed to our brand promise and our core values. As such, we hope and expect that you will strive to keep our clients at the center of everything you do, be honest, remain professional at all times, exhibit humility and think outside of the box like our founders did, who were pioneering and visionary when our journey began in 1930.

HighGround offers a comprehensive benefits package that includes a medical plan, dental, vision, disability benefits, retirement plan and more but don't take our word for it, have a look at what other HighGrounders are saying and learn more about our benefits here:

<https://www.highgroundadvisors.org/careers>.

If you are interested in becoming a part of the HighGround team, please email your resume and cover letter to: HR@highgroundadvisors.org.