Executive Assistant to the President & CEO

Verified Voting (www.verifiedvoting.org), founded by computer scientists in 2004, is a leading national not-for-profit, non-partisan organization focused exclusively on the critical role technology plays in election administration. Through education and advocacy, our mission is to strengthen democracy for all voters by promoting the responsible use of technology in elections. Now more than ever, Verified Voting’s work is influential and necessary.

We are seeking a superstar Executive Assistant to support our mission-driven team. This person will work directly with and report to the organization’s new President & CEO. Our ideal candidate is someone with a growth mindset, and is a dependable, detail-oriented, self-directed contributor prepared to play a key role in expanding the organization’s capacity to achieve its mission. For the right person this experience to work with our fabulous and dedicated team, and the new CEO and President will be a very exciting learning opportunity on leadership, change management, and non-profit management.

This is a full-time position supporting the President & CEO and a team that is fully remote, and will require occasional on-site meetings (approx. once a week) with the President & CEO in the Washington, D.C. area.

Because of this, we prefer candidates based in the D.C. metropolitan area.

What You’ll Do: Key Responsibilities

60% - Executive Assistant Duties

- Serve as the primary point of contact for internal and external constituencies on all matters about the President & CEO, including those of a highly confidential or critical nature. Prioritize and determine the appropriate course of action, referral, or response, exercising judgment to reflect the President & CEO’s work style and organization policy.
- Prepare clear, concise and organized staff reports and memos, corporate resolutions, and PowerPoint presentations for board meetings, conferences and event presentations.
- Act as a liaison and provide support to the Board of Directors. Arrange and handle all logistics for Board meetings and events: schedule meetings; draft agendas; develop, compile, and distribute presentation materials; and record meeting minutes.
Complete a wide variety of tasks that facilitate the President & CEO's ability to effectively lead the organization, including assisting with special projects, such as strategic planning, board development and fundraising; designing and producing complex documents, reports, and presentations; collecting and preparing information for meetings with staff and outside parties; composing and preparing correspondence; maintaining contact lists; making travel arrangements; and completing expense and mileage reports.

Provide sophisticated calendar management for the President & CEO. Prioritize inquiries and requests while troubleshooting conflicts; make judgments and recommendations to ensure smooth day-to-day engagements.

Work closely with the President & CEO to keep her informed of upcoming commitments and responsibilities, following up appropriately. Act as a "barometer," having a sense of the environment's issues and keeping the CEO & President updated. Anticipate the President & CEO's needs in advance of meetings, conferences, etc.

Coordinate all leadership team meetings and retreats and assist with staff meetings and events as needed.

Provide "gatekeeper" and "gateway" roles, providing a bridge for smooth communication between the President & CEO and rest of the staff, demonstrating leadership to maintain credibility, trust, and support with the leadership team.

Work with the staff team to coordinate the President & CEO's outreach activities.

Follow up on contacts made by the President & CEO to cultivate ongoing relationships.

Assist with answering the President & CEO's phone line and respond to inquiries.

Invest in building long-lasting relationships both externally and internally.

40% - Team-Wide Support Duties

Assist with data entry and integrity of CRM systems (including Salesforce).
Support all HR functions including hiring, maintaining personnel files, updating employee policies, and more.
Maintain excellent organization of all digital files for easy access.
Serve as the point person for internal communications.
Support in-person and virtual events and meetings, such as logistics planning, managing material inventory, and tracking and shipping.
Handle routine clerical tasks, such as monitoring and responding to organizational inquiries and correspondence.
Support team travel arrangements as needed.
Support virtual team-building activities to maintain our positive team culture.
Provide administrative support to Operations, Development, Communications, and Program teams as needed.

What You’ll Bring: Qualifications and Personal Attributes

- 2 years’ minimum experience in a similar role.
- Strong ability to execute work with a diversity, equity, and inclusion lens.
- Executive support experience, including supporting C-level executives.
- Nonprofit board experience is highly preferred.
- Strong interpersonal skills including verbal and written communication skills.
- Exceptional organizational skills and impeccable attention to detail.
- A high degree of professionalism in dealing with diverse groups of people, including Board members, staff, donors, and other stakeholders.
- Make appropriate, informed decisions regarding priorities and available time.
- Ability to complete a high volume of tasks and projects with little or no guidance.
- Ability to react with appropriate levels of urgency to situations and events that require quick response or turnaround.
- Able to maintain a high level of integrity and discretion in handling confidential information.
- Excellent judgment is essential, and a high level of emotional intelligence is a plus.
- Ability to switch gears at a moment's notice.
● Thrive in a do-it-yourself entrepreneurial environment.
● Ability to work well within a cross-functional team environment and diverse communities.
● Preferred experience with small nonprofits.
● Expert Proficiency in MS Office, especially Microsoft PowerPoint and Excel, and Google Suite of apps; ability to design and edit graphic presentations and materials.
● Experience with platforms including Salesforce, MailChimp, Asana, Zoom, and Slack.
● Excellent time management and recordkeeping skills.
● Experience working with a remote team.

To apply, please send a cover letter and resume to jobs@verifiedvoting.org. Salary range $45K-$50K commensurate with experience. Our benefits package includes 100% employer-paid medical and dental/vision insurance for employees, a 403b retirement plan, a monthly remote work stipend, 3 weeks’ annual paid vacation, paid sick and personal time off, and 11 paid company holidays per year that includes a floating holiday of your choice.

Join us!

We value multiple perspectives and viewpoints from diverse constituencies because we recognize that diversity informs more effective solutions. We value the wide-ranging perspectives that our colleagues and collaborators bring to the table and we create an environment for all voices to be heard. Verified Voting is an equal opportunity employer.