



United Way
OF THE GREATER LEHIGH VALLEY

United Way of the Greater Lehigh Valley Job Posting

Executive Assistant, Resource Development

Department: RD

Supervisor: Chief Engagement Officer

Status: Hourly, Nonexempt, Full-time (37.5 hours per week)

Rate Range: \$27 – \$30 / Hour

Location: UWGLV Office

Position Description Executive Assistant

Provide executive support to the Chief Engagement Officer and a (future) Chief Philanthropy Officer and administrative support to the fundraising team.

Responsibilities include:

- Manage schedules and prepare executives for meetings
- Act and communicate on behalf of executives
- Administrative and tactical tasks: expense reports, agendas, donor profiles
- Assist with planning, host and co-facilitate team meetings, cabinet and committee meetings being led by executives
- Provide excellent customer service for volunteers, donors and partners including relationship building with their admins and CRM maintenance in donor database
- Provide general org-wide administrative support as a member of the Admin team

Work Experience and/or Education Required

Five plus years' progressively responsible administrative/secretarial work experience in support of an executive; education considered in lieu of experience.

Skills Required

- Familiarity with fundraising, revenue development and/or client relations,
- Proficient user of general office equipment,
- Knowledge of business English correspondence, correct punctuation, and grammatical usage,
- Proficient in the latest Microsoft Office Environment (Word, Excel, PowerPoint, Outlook),
- Understanding of and commitment to the mission, vision, and goals of United Way.

Reasonable accommodations may be made to enable individuals to perform the essential functions. United Way of the Greater Lehigh Valley is an equal opportunity employer.

Benefits Package

In addition to the base pay and annual merit increases this position is eligible for a full benefits package including subsidized medical, vision and dental insurance, fully paid life and ltd insurance, a 401k retirement plan with employer contributions and a generous paid leave policy.

Work Location

This position is based in person at the UWGLV office in Allentown, PA for at least 60% of the work schedule.

HOW TO APPLY

Interested candidates may apply via: <https://my.career.place/static/jobs/executive-assistant-cmcklvsyj7i4I0iphw32clhny?source=uwglv>