



## Executive Administrative Assistant Position Announcement

**Job Title:** Executive Administrative Assistant  
**Department:** Administration  
**Reports To:** CEO  
**FLSA Status:** Non-Exempt

### ORGANIZATIONAL BACKGROUND

Cabrillo Economic Development Corporation (CEDC) is a community development corporation serving Ventura and Santa Barbara Counties. Our mission is to provide comprehensive housing services and community economic development activities, through a community building approach, that facilitate self-sufficiency for individuals and families who are most lacking in opportunity in Ventura and Santa Barbara Counties and adjacent areas in Los Angeles County.

**Position Summary:** Sharing in the broad vision of the mission of Cabrillo Economic Development Corporation, the Executive Administrative Assistant shares the responsibility for administrative operations of the CEO and development department; including donor cultivation and stewardship activities, gift processing, donor acknowledgment, and donor database management. The Executive Administrative Assistant will provide administrative support to the CEO and Administration.

Under limited supervision and acting on own initiative, provides advanced support to the CEO. Relieves the CEO of administrative type functions. Must be familiar with a variety of the fields' concepts, practices and procedures. Assignments generally involve work of a confidential nature and require knowledge of practice and procedures of company functions, program and policies. Assembles and analyses information and prepares reports, manuals, agendas, correspondence and memoranda.

**Essential Duties and Responsibilities** include the following. Other duties may be assigned.

- Performs complex research and prepares information for CEO's use in meetings with organization staff and outside parties. Assists with special projects, creating reports, statistical tracking and database management.
- Handle administrative details associated with the Fund Raising and Organizational Advancement Committee meetings of the board (i.e. prepare and distribute notices, agendas, minutes, etc.).



- Maintain schedule of CEO's activities and screen telephone calls
- Make travel arrangements for CEO, create travel agendas and itineraries, and prepare the expense report upon her/his return.
- Transcribe, edit, and compose executive correspondence, resolutions and memos, which include that of a confidential and/or sensitive nature.
- Ability to handle details of a highly confidential and critical nature.
- Ability to establish and maintain good working relations with other employees, government and private agencies, BOD and the public.
- Assist the development department with updates of governmental entities in Donor Database. Create/run ad hoc reports, execute mail merges; mailing labels etc. Participate with other members of the management team assigned, in consultation with the Director of Business Development and Administration regarding all organizational communication needs. Track and maintain all Memorandum of Understanding (MOU) for Organizational Advancement Manager.
- Process donations and prepare acknowledgement letters and other correspondence.
- Maintain foundation, corporation and individual donor files.
- Create monthly fundraising reports and other database reports as needed.
- Continually update and correct database records.
- Conduct preliminary research on prospective corporate foundation and individual donors.
- Coordinate productions and mailing of appeal letters.
- Track tax credit donations in the database and keep a file for each tax credit donor.
- Send appropriate documentation to process credits to donors.
- Answer donor questions regarding tax credit programs.
- Maintain guest lists, gather and prepare registration materials and other duties as assigned for fund-raising events.
- Assist in the preparation of media materials for distribution. (i.e. copying, filing, mailing, e-mailing)
- Assemble media and donor kits for events and meetings.
- Assist in the preparation of the corporate Annual Report.



- Event planning.
- Approaches others in a tactful manner; Reacts well under pressure; Treats others with respect and consideration regardless of their status or position; Accepts responsibility for own actions; Follows through on commitments.
- Prioritizes and plans work activities; Uses time efficiently; Plans for additional resources; Sets goals and objectives; Organizes or schedules other people and their tasks. Develops realistic action plans.
- Identifies and resolves problems in a timely manner; Gathers and analyzes information skillfully; Develops alternative solutions; Works well in group problem solving situations; Uses reason even when dealing with emotional topics.
- Bachelor of Arts/Science (BA/BS) degree or equivalent experience.
- Ability to read, analyzes, and interprets common scientific and technical journals, financial reports, and legal documents.
- Ability to effectively present information to top management, public groups, and/or boards of directors.
- Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume.
- Ability to respond to, prioritize effectively and meet deadlines while maintaining the highest of standards of completeness and accuracy.
- Ability to define problems, collect data, establish facts, and draw valid conclusions.
- Minimum three years development experience is required.
- Nonprofit development experience required.
- Experience with Blackbaud CRM, Raiser's Edge or equivalent database system required.
- Excellent Microsoft Office skills, including Word, Excel, Outlook, PowerPoint.
- Skilled in basic desktop publishing using Adobe Photoshop, InDesign or similar software.
- Experience working with high-level donor and volunteers.
- May supervise administrative support, such as the Administrative Assistant and the Receptionist.



- Must possess and maintain a valid California driver's license; have access to reliable/dependable transportation and provide proof of auto insurance.

**Physical Demands:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Must be able to lift up to 25 pounds

The above job description is not intended to be an all-inclusive list of duties and standards of the position. Incumbents will follow any other instructions, and perform any other related duties, as assigned by their supervisor.

**TO APPLY YOU MUST SUBMIT ALL OF THE FOLLOWING:**

1. Complete and submit a CEDC Employment Application. The application may be found at [www.cabrilloedc.org](http://www.cabrilloedc.org) under 'Careers'
2. Submit a Cover Letter of interest
3. Submit an updated Resume

Send the Employment Application, Cover Letter and Resume attention to Human Resources at:

Resumes@cabrilloedc.org or fax to 805-620-9294

CEDC is proud to be an equal opportunity employer.