



PLEASE SEND APPLICATIONS TO:

BOLY:WELCH

(503) 242-1300

PAT WELCH [PATW@BOLYWELCH.COM](mailto:patw@bolywelch.com)

Bridge Meadows Board Member Pat Welch is currently screening applications, so if this position caught your eye, send us your resume! **Immediate and complete consideration will be given to applicants who demonstrate a strong commitment to supporting an Executive Team in a mission-driven environment, and candidates who possess a minimum of five years of Executive Assistant experience. Please list your salary requirements and job history of supporting an Executive Team in your email to patw@bolywelch.com.**

EXECUTIVE ASSISTANT

Job Type: Direct-Hire

Location: Portland Metro/N

Salary: DOE

What Matters Most

- 5+ years of experience supporting executive leadership
- Proficiency in MS Office, Adobe Acrobat
- Advanced knowledge of social media web platforms
- Experience with internal and external communications, partnership development, and donor relations
- Bachelor's degree or equivalent experience required

Your New Role

Bridge Meadows' next Executive Assistant should be poised to support a dynamic Executive Team and ready to take on a myriad of high-level tasks essential to helping this group effect change in the lives of children in foster care and their families. This a high-caliber role ripe for a motivated and proactive candidate to provide seamless administrative support to an Executive Director, Executive Team, and Board of Directors. The right candidate will jump in feet first, determined to maximize the effectiveness of the organization's office and programs while working to develop and maintain relationships with internal and external stakeholders. You'll exercise sound judgment and expertise in written and verbal communications as you support the Executive Director by drafting acknowledgement letters and personal correspondence, managing their active calendar, and responding to media requests. They'll rely on you to keep them informed of upcoming commitments, and follow up with appropriate stakeholders if needed.

You'll work independently to ensure that meetings are on the books, agendas are synced, and travel is coordinated for executives across the board. Delivering accurately and on time is your motto and these

executives will test your mettle, tasking you with organizing and managing files, updating stakeholder and donor information in the database, recording and distributing meeting minutes, and maintaining the Board of Directors Operations Manual. Ideally, you're someone who values flexibility, is able to maintain balance between multiple, pressing priorities, and handle confidential matters in a discreet manner.

Your New Organization

Bridge Meadows is a nationally- and internationally-renowned organization that is community-oriented with an entrepreneurial spirit. They're committed to creating intentional, intergenerational communities to help children in foster care find forever families, to provide support to these families so they thrive, and to develop purpose for elders who serve as mentors and surrogate grandparents.

GENERAL POSITION SUMMARY:

EXECUTIVE SUPPORT

- Completes a broad variety of administrative tasks for the Executive Director and Executive Team including managing an active calendar and completing expense reports;
- Work closely with Executive Director to keep her well informed of upcoming commitments and responsibilities, following up appropriately;
- Successfully manages and completes successful projects;
- Successfully completes critical aspects of deliverable with a hands-on approach, including drafting acknowledgement letters, personal correspondence, and other tasks;
- Prioritizes conflicting needs; handles matters expeditiously, proactively, and follow-through on projects to successful completion, often with deadline pressures;
- Monitors email correspondence of Executive Director;
- Organizes and maintains files for executive office;

BOARD SUPPORT LIAISON

- Serves as Executive Director's administrative liaison to Bridge Meadows Board of Directors;
- Provides support to the Board of Directors, e.g., advance distribution of materials;
- Maintains discretion and confidentiality in relationships with all Board Members;
- Records and distributes Board of Director and Board Committee meeting minutes;
- Maintains Board of Directors Orientation Manual;
- Adhere to compliance with applicable rules and regulations set in bylaws regarding Board and Board committee matters, including advance distribution of materials before meetings in electronic/paper format;

EXECUTIVE TEAM SUPPORT

- Participates as an adjunct member of the Executive Team including assisting in scheduling meetings and attending all meetings;
- Assists in coordinating the agenda of the Executive Team meetings and all-staff meetings;
- Assists with travel coordination, as needed;
- Builds trusting relationships with Executive Leadership Team;
- Creates PowerPoint presentations;

- Support with Tours, Celebrations and Events;
- Updating stakeholder and donor information in database;

DONOR RELATIONS

- Assists Executive Director in maintaining relationships with key donors, creating & managing correspondence, arranging meetings, monitoring email correspondence;
- Assists Resource Development Director with donor outreach, communication, and updates.
- Follows up on contacts made by the Executive Director and assists in the cultivation of new and ongoing relationships;
- Drafts and finalizes written communications to external and internal stakeholders;
- Adapts to Executive Director's leadership style and approach in all forms of communication;

COMMUNICATIONS, PARTNERSHIPS, AND OUTREACH

- Ensure that the Executive Director's and Executive Leadership Team's bios are kept updated and respond to requests for materials regarding the Executive Director, Executive Leadership Team and organization in general;

ADDITIONAL RESPONSIBILITIES

Other duties may be assigned

EDUCATION

- Bachelor's degree and/or equivalent prior experience;
- Proficient in Microsoft Office (Outlook, Word, Excel, and Power Point) Adobe Acrobat, and Social Media web platforms;
- Experience and interest in internal and external communications, partnership development, and donor relations;
- Experience supporting Executive Leadership Executives