

Reports to: President/CEO

Department: Executive

Classification: Exempt

Effective Date: July 28, 2025

Position Overview:

We are seeking a high-performing, experienced Executive Assistant to serve as a strategic partner to our President/CEO. This role is critical to enhancing executive effectiveness, maintaining organizational alignment, and driving key initiatives forward. Acting as an extension of the CEO, the Executive Assistant will manage communications, scheduling, priorities, and confidential matters with discretion and precision. This role may also support the Strategic Advisor/Owner as needed.

Key Responsibilities

1. Calendar & Email Management

- Own and manage the CEO's dynamic calendar, aligning time with strategic priorities including board relations, team development, and key partnerships.
- Triage and manage the CEO's inbox with discretion—responding to invitations, flagging urgent messages, and ensuring follow-up.
- Coordinate complex travel, logistics, and briefing materials.

2. Strategic Partnership

- Serve as a trusted advisor, anticipating needs and driving day-to-day alignment on high-impact priorities.
- Attend leadership meetings, track deliverables, and ensure follow-through.
- Maintain a real-time dashboard of CEO priorities, tasks, and prep materials.

3. Executive Communication

- Draft internal and external communications, ensuring tone and messaging reflect the CEO and company brand.
- Act as gatekeeper and liaison for incoming requests, confidential issues, and stakeholder outreach.
- Prepare and refine materials for presentations, speaking engagements, and high-level correspondence.

4. Stakeholder Engagement

- Represent the CEO's office with professionalism in interactions with board members, investors, clients, and senior leaders.
 - Manage high-stakes communication and build trust with internal and external stakeholders.
 - Support strategic planning, decision-making, and relationship management.
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5. Operational Leadership

- Establish and lead meeting rhythms, agendas, and action item tracking across executive functions.
- Drive operational excellence using EOS tools (e.g., Ninety), and model best practices in executive support.
- Support special projects and cross-functional initiatives with a bias toward execution.
- Other duties as assigned.

Qualifications & Requirements

- **8–15+ years** of executive-level support, with **3+ years supporting a CEO** or equivalent top executive.
- Bachelor's degree required, advanced degree or certifications a plus.
- Alignment with our values: **Integrity, Excellence, People Chemistry, Golden Rule, Courage, Servant-Leadership.**
- Proven ability to operate with a high degree of autonomy, discretion, and strategic judgment.
- Strong organizational, time management, and prioritization skills in fast-paced, high-stakes environments.
- High emotional intelligence and professionalism; adept at handling confidential and sensitive matters.
- Clear communicator with excellent writing, editing, and interpersonal skills.
- Proficient in Microsoft Office, collaboration platforms, and project management tools.
- Experience with **EOS (Entrepreneurial Operating System), Ninety software**, and **AI tools** preferred.
- Prior experience in investor relations, board meeting preparation, or high-growth environments strongly preferred.
- Occasional support for Strategic Advisor/Owner as needed.

Compensation

- Estimate annual base salary range: \$95,000-\$105,000.
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