ABOUT ACHIEVE

Achieve is an independent, nonpartisan, nonprofit education reform organization dedicated to working with states to raise academic standards and graduation requirements, improve assessments, and strengthen accountability. Created in 1996 by a bipartisan group of governors and business leaders, Achieve is leading the effort to make college and career readiness a priority across the country so that students graduating from high school are academically prepared for postsecondary success. When states want to collaborate on education policy or practice, they come to Achieve. At the direction of 48 states, and partnering with the National Governors Association and the Council of Chief State School Officers, Achieve helped develop the Common Core State Standards. Twenty-six states and the National Research Council asked Achieve to manage the process to write the Next Generation Science Standards. Achieve has also served as the project manager for states in the Partnership for Assessment of Readiness for College and Careers, which are developing next generation assessments. And since 2005, Achieve has worked with state teams, governors, state education officials, postsecondary leaders and business executives to improve postsecondary preparation by aligning key policies with the demands of the real world so that all students graduate from high school with the knowledge and skills they need to fully reach their promise in college, careers and life. For more information about the work of Achieve, visit www.achieve.org.

POSITION SUMMARY

The Executive Assistant, Development & Board Relations is responsible for providing administrative support for members of the Development and Board Relations unit contributing to the efficient and successful functioning of the unit.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Development & Board Relations Support

- Provide organizational and logistical support to members of the Development and Board Relations units.
- Provide support for Board of Directors and subsequent Board Committees including managing correspondence, preparing reports and performance dashboards, development of resources, compiling meeting minutes, and ensuring adherence to outlined board provisions.
- Assist with conducting prospect research in connection to Achieve’s development strategy.
- Generate and compile backgrounders, briefing memos and other materials as needed to support funding opportunities.
- Manage donor databases, grant files and records. Updates individual donor records and donor management system with contact history and key data (such as relationship history).

General Administrative Support

- Coordinate and maintain calendar for the SVP, Corporate Relations & Strategic Partnerships. Coordinate all aspects of meetings, travel, trainings and other events. Monitor deadlines, follow up on delegated tasks, and provide appropriate reminders. Coordinate mailings, meeting materials or other distributions of information from the unit, both internally and externally.
Executive Assistant, Development & Board Relations
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• Make high-level contacts of a complex and confidential nature both inside and outside the organization. Answer complex inquiries requiring detailed knowledge of department procedures. Screen, routes, and answers phone calls and responds to routine and non-routine requests with discretion. Attends internal and external meetings as representative of the department and provide appropriate summaries and follow-up. Maintain accurate, up to date contact and distribution lists
• Provide confidential support to the SVP on issues related to Achieve business, internal office concerns, or organizational processes.
• Coordinate logistics for meetings including venue, and catering requirements. Coordinate with internal Contracts Manager on venue/catering contracts. Liaise with participants for all logistics, meeting materials, questions/concerns related to the meeting. Completes post-meeting logistics and correspondence.
• Draft letters, memoranda and other materials for staff, inter-department meetings and outside individuals. Prepare background materials for meetings. Proofread and edit documents, reports, proposals and presentations. Assist with preparation of proposals and presentations.
• Prepare and review expense reports, budget updates, and bills. Collect information and maintains logs, records or lists as needed. Review Consultant invoices and staff reimbursement requests for accuracy.
• Keep and report time allocations for timesheet reporting purposes and ensures that they are submitted to Payroll in accordance with deadlines. Maintain leave request files for team members.
• Provides general administrative support, including note-taking at meetings, typing, faxing, photocopying, distributing materials, ordering publications and requisitioning office supplies. Maintains complex files and file records for the department.
• Performs special projects and other duties as assigned.

WORKING RELATIONSHIPS
Internal: SVP, Corporate Development & Strategic Partnerships, Director, Communications, COO and all Achieve program and policy staff.

External: including but not limited to: Board of Directors, philanthropic contacts, consultants, contractors, presenters and writers.

SUPERVISORY RESPONSIBILITIES
None

MINIMUM REQUIREMENTS
High School diploma required, plus 5-7 years of demonstrated and progressively responsible experience in administrative or secretarial positions.

• Proficiency in Microsoft Word, Excel and PowerPoint Database management experience.
• Strong writing, editing and proofreading skills. Ability to easily change writing styles to fit the audience and voice of the piece.
• Demonstrated knowledge of business correspondence and reports.
• Ability to quickly and effectively gather information by means of interviews, web or database research, etc.
• Ability to organize information for effective presentation in publications, web sites, and other media.
• Highly organized with strong attention to detail and high degree of flexibility.
• Ability to present information concisely and effectively.
• Ability to successfully manage multiple priorities in a deadline-driven environment.
• Ability to work independently with little supervision.
• Ability to meet deadlines while maintaining good relations with colleagues.
• Demonstrated interest in education policy and practice

FOR CONSIDERATION
Please submit your resume and cover letter to jobs@achieve.org with the position title in the subject line.