



## **Executive Assistant, Operations & Advancement**

### **Job Summary:**

The Operations and Advancement Executive Assistant plays a critical role in supporting the general operational priorities of the organization, assisting the C-team, overseeing office management, managing the Advancement CRM, and supporting marketing and development projects as needed.

### **Essential Duties & Responsibilities:**

#### Operations

- + Support administrative needs of President/CEO and Executive Management team as required
- + Coordinate and support all communications and logistics related to The Board, board meetings, and committee meetings
- + Responsible for management of office organizational needs, including: resources, vendors, technology, postal needs, & supplies
- + Primary point person for general tel/email correspondence

#### Development/Marcom

- + Manager and admin of CCC CRM database and software (Training will be a must to be the go-to for all CRM/Development/reports/database maintenance/Communications software functionality needs and requests)
- + Manager and creator of lists from database for development and communication efforts
- + Support CEO and CMAO will collecting and reporting on KPIs and ROI for major initiatives
- + Assist CMAO and advancement department with appeal campaigns and other fundraising communications and strategies
- + Assisting with Grant research, preparation, scheduling
- + Provide logistical support for development activities and fundraising events (and other public programs) when "all hands on deck" support is needed
- + Other duties as requested

### **Qualifications:**

- + A Bachelor's Degree or equivalent is desired
- + 3-5 years nonprofit experience
- + Exceptional organizational skills are a must
- + Strong written and verbal communication skills
- + Able to pinpoint problems AND suggest solutions

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- + A entrepreneurial work ethic and a desire to “get the job done”
- + Team-player who is collaborative, positive, and supportive
- + Ability to prioritize, multi-task, and follow through with minimal direction
- + Willingness to contribute ideas, even among senior staff and board members
- + Expertise using Microsoft Office (Word, Excel, PowerPoint, Outlook)
- + Interest and commitment to enhancing the effectiveness of Crystal Cove Conservancy
- + Experience with CRM software (like Little Green Light, Salesforce.org, or Raiser’s Edge) a plus
- + Experience with marketing software (like Constant Contact) a plus
- + Some knowledge in IT, computer support, and operations, preferred

**Status:**

Full-time, 40 hours per week.

**Compensation:**

Negotiated, depending on qualifications.

**Reports to:**

President/CEO with dotted lines to CMAO and COO.

**Location:**

Crystal Cove State Park Historic District with flexibility for remote work a portion of each week.

**Physical Requirements:**

Due to the location of The Conservancy and CCMC’s offices, this is a position that requires certain physical abilities. Special accommodations will be made if needed.

Crystal Cove Conservancy provides equal employment opportunities to all employees and applicants for employment without regard to race, color, religion, sex, age, disability, gender identity, gender expression, or genetics. Members of groups that have faced historic barriers to environmental access are highly encouraged to apply.