



Job Posting: Executive Administrator

Organization: Business Impact NW

About Us:

Business Impact NW is one of Washington State's leading community development and business assistance nonprofit organizations. We invest in people and their communities to create economic equity, create jobs, and create wealth for entrepreneurs. An integral part of our mission is to meet the unique business education, training, and financing needs of diverse business owners. For more information about our history, mission and services, please see our website: www.businessimpactnw.org.

What it's Like to Work for Business Impact NW:

Business Impact NW works hard to serve our clients while maintaining a healthy work-life balance and positive team-oriented atmosphere. Our strategic framework revolves around building trusted relationships, providing equal opportunity, valuing contributions, community impact, and financial stability. Our team consists of over 50 employees, plus a corps of contractors and an engaged Board of Directors.

Position Summary

The Executive Administrator position is an integral part of the Business Impact NW team, reporting directly to the CEO. This is a new position, and the successful candidate will have experience with proven organizational systems, partnership management, and executive coordination. They will work with the Operations team, including the COO, to keep the company functioning smoothly. They will do so by collaborating closely with senior management and performing several advanced administrative and managerial duties.

Principal Duties and Responsibilities:

- Provide support to our CEO and senior staff
- Specific to the CEO, support includes scheduling & calendar maintenance; travel and accommodation procurement; correspondence/email monitoring; document creation and preparation; contract signing and filing; coordinating IT support; meeting preparation; attendance and reminders; expense preparation; and other administrative duties as needed
- Provide reports and digests of the activities of the organization for CEO review.
- Manage multiple projects simultaneously, providing deliverables, reminders, and stakeholder activation in order to meet deadlines at or above expectation.
- Proudly and competently represent the organization in meetings with partners and stakeholders in order to support CEO's initiatives; shepherd projects in their infancy and then transfer them to departments responsible for delivery once out of the pilot phase.
- Work directly with the Chief Operating Officer, implementing and maintaining CEO-sponsored projects and missives.
- Document creation and preparation: templates, procedure manuals, fillable PDFs, memos, checklists, PowerPoint presentations, agendas and more to specific parameters.
- Support board and committee meetings through preparation, coordination, follow-up, and recording effective meeting minutes.
- Communicate effectively in person and in writing with all employees and departments using strong English language skills.
- Support in solving problems, anticipating needs, and influencing a positive organization culture.
- Other duties as needed.

Success Factors:

- System thinkers who can prioritize and manage details across multiple projects and deadlines
- Enjoyment of working with diverse work styles and staff
- High level of integrity in handling important documents and relationships
- Keen eye for seeing what needs done, and initiative to do it
- Strong organizational skills with a proven system you've used with success

- Customer service-focused attitude with strong communication skills
- Strong Word, Excel, and Outlook skills
- Interest or experience in board meeting planning, coordination, logistics, and execution
- Willingness to roll up sleeves, do the work, solve problems, and have fun

Qualifications:

- BA preferred, though combination of education and experience accepted
- 2+ years office management or executive administration experience
- Those with passion for Business Impact NW's mission strongly encouraged to apply
- Ability to travel to various locations for meetings

Schedule & Location:

- 40 hours per week, 8:30am-5pm
- Location: 12720 Gateway Dr, Tukwila WA 98168
- Partial work-from-home; must be able to attend in-person meetings throughout the Puget Sound region and possibly Oregon and Alaska occasionally.

Compensation Package:

\$65,000 - 71,000 Full Time, DOE.

Generous benefits include:

- 100% paid employee medical, dental and vision plans
- Paid holidays, including all federal holidays and the week between Dec 25-Jan1
- Paid vacation time off
- Paid sick days
- 403b retirement account
- Professional development allowance
- Commuter benefits
- Adoption assistance
- Health Savings Account
- Voluntary supplemental medical benefits: Disability, Life, and Personal Accident insurance
- Flex time
- A great workplace culture

Priority Application Due Date: August 5, 2022

Preferred Start Date: On or before September 1, 2022

To apply please submit resume through [job listing on Indeed](#).

Position open until filled. All candidates are subject to a background check.

Business Impact NW is committed to creating a diverse environment and is proud to be an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability, age, or veteran status.