

## **Executive Assistant**

The Fund for Public Health in New York City (FPHNYC) is a 501(c)3 non-profit organization that is dedicated to the advancement of the health and well-being of all New Yorkers. To this end, in partnership with the New York City Department of Health and Mental Hygiene (DOHMH), FPHNYC incubates innovative public health initiatives implemented by DOHMH to advance community health throughout the city. It facilitates partnerships, often new and unconventional, between government and the private sector to develop, test, and launch new initiatives. These collaborations speed the execution of demonstration projects, effect expansion of successful pilot programs, and support rapid implementation to meet the public health needs of individuals, families, and communities across New York City.

### **POSITION OVERVIEW**

The Executive Assistant will provide high-level administrative support to the Executive Director and other members of the Executive Leadership Team and participate in the organization's Development activities.

Candidates will have excellent organizational, interpersonal, and communications skills, be service oriented, have a high-level of emotional intelligence, a pleasant telephone manner, provide excellent attention to detail and follow-up, and remain poised under pressure.

### **RESPONSIBILITIES**

- Serve as initial contact/resource person for the Executive Director and other members of the Executive Leadership Team (ELT).
- Ensure timely communication with all partners within DOHMH offices and other City agencies, as well as donors and prospects, contractors, community-based organizations, elected officials, and state and federal organizations.
- Proactively manage the offices of the ELT, including answering and screening calls, managing the ELT's calendars, scheduling internal and external meetings, and travel for the ELT.
- Attend key meetings as requested, prepare agendas, take minutes and facilitate meeting follow-up.
- Coordinate quarterly Board of Directors meetings, including preparation of reports, collating of documents, distribution of Board packets, ordering catering, and taking Board minutes.
- Create and develop visual presentations, speeches, promotional materials, and other presentation materials for the ELT.
- Coordinate event planning and implementation, including venue selection, invitation development, distribution and tracking, logistical planning, and staff events.
- Compose, distribute and file organization correspondence.
- Maintain Board minute book, ED contacts, and other vital organizational documents and databases, as directed.
- Coordinate the signing, sending, and processing of all documents requiring the authorization of the Executive Director's and other ELT members' office.

- Review articles and reports about public health topics for distribution to ELT and staff, as assigned.
- Help conduct research on specific topics and summarize findings for blog posts or to support events and development research, as assigned
- Help conduct research on current and prospective individual and intuitional donors to determine their philanthropic interests and capacity, and create donor profiles to prepare the ELT for donor meetings and events.
- Assist with donor communications including composing emails, gift acknowledgement letters, and participating in post-event donor follow-up.
- Help maintain and update donor and grants database system by coordinating with ELT, finance, and Development teams to ensure records are consistently entered and maintained.
- Work independently, and within a team, on special short and long-term projects, which may include planning and coordinating multiple presentations, and disseminating information, and organizing organization-wide events.
- Assist in management and creation of efficient systems to track organizational work. Where appropriate, clean and organize folders and files.
- Support other teams related to projects as needed.
- Manage Central Office documents in the Shared Drive.
- Other duties as assigned.

### **QUALIFICATIONS**

- A commitment to the mission and work of FPHNYC
- BA/BS degree required with at least two years of experience in a support position to a senior leader.
- A self-starter with good judgment, patience, and the ability to work in a fast-paced environment and manage multiple tasks.
- Outstanding oral and written communications.
- Excellent research and analytical skills.
- Meticulous attention to detail and strong organizational skills.
- Strong interpersonal skills.
- Strong customer service ethic, professionalism, and a positive attitude.
- Ability to adapt quickly to changing needs and priorities.
- Strong project management and problem solving skills.
- Discretion with sensitive, confidential information.
- Strong computer skills (MS Office, particularly Word, Excel, Power Point, Visio and Outlook. Google Analytics, Social Media and basic WordPress skills preferred).
- Ability to function as a team player coordinating input, direction, and expertise from multiple sources and across multiple technical areas.
- Broad-based knowledge of or interest in public health issues.
- Flexibility, on occasion, with evenings and willingness to travel around the 5 NYC boroughs preferred.

**SALARY AND BENEFITS**

FPHNYC offers a comprehensive benefits package with a strong work life balance. The salary range for this position is commensurate with experience.

**TO APPLY:**

Please send Resume, with Cover Letter, including how your experience/goals relates to this position and required salary to [publichealthjobs@fphnyc.org](mailto:publichealthjobs@fphnyc.org) indicating “**Executive Assistant\_ your name**” in subject line.

***The Fund for Public Health in New York City is an Equal Opportunity Employer and encourages a diverse pool of candidates to apply.***