

Special Assistant to the CEO – Job Posting

POSITION TITLE: Special Assistant to the CEO
FLSA STATUS: Exempt

Preferred Hiring Range: \$68,640 to \$78,579

Full Range: \$68,640 to \$90,366

Benefits Include: Medical, Dental, and Vision Coverage, with optional dependent coverage; Long Term Disability; 401(k) with Match; Medical and Dependent Care FSA; Life Insurance

Pay is determined based on experience, skills, and internal equity.

POSITION SUMMARY

The Special Assistant to the CEO provides support to the Chief Executive Officer (CEO) through a combination of administrative coordination, project assistance, and external relationship support, including fundraising partnerships. This role is ideal for someone early in their executive support or nonprofit management career who is eager to learn, highly organized, and committed to supporting Linc's mission.

The Special Assistant will assist with calendar management, correspondence, meeting preparation, special projects, and cross-functional coordination. They will also support the CEO's relationship-building efforts with donors, partners, and key stakeholders. This position requires exceptional discretion, strong writing skills, attention to detail, and the ability to manage multiple priorities.

ESSENTIAL FUNCTIONS

Administrative Support

- Manage the CEO's calendar, including scheduling meetings, preparing materials, and tracking follow-up items.
- Assist with email management, drafting responses, and ensuring timely communication.
- Coordinate travel arrangements and logistics for meetings, events, and conferences.
- Prepare and organize materials for meetings, including agendas, briefings, and presentation decks.
- Support expense tracking and reconciliation related to the CEO's office.

Project & Operational Support

- Lead effort for preparation of annual General Corporate budget and monthly reconciliation.

- Research, recommend, and implement AI-powered solutions to streamline executive workflows, scheduling, and project management, and support strategic priorities.
- Analyze data to improve efficiency and inform high-level planning.
- Conduct background research and summarize key insights to support executive decision-making.
- Assist with the coordination and tracking of projects led by the CEO, ensuring timelines and deliverables are met.
- Support the development and execution of internal communications and CEO updates to staff.
- Help plan and execute CEO-led donor and partner meetings, events, and communication.
- Prepare, submit, and track expense reports in accordance with company policies.

Board & Governance Support

- Assist in the preparation of materials for Board of Directors and Governance Committee meetings.
- Coordinate logistics for meetings, including room setup, catering arrangements, and printing and organizing meeting documents.
- Attend select meetings to take notes and track follow-up items.
- Maintain organized records of Board and committee materials, ensuring accessibility and version control.

QUALIFICATIONS

Education & Experience

- Bachelor's degree or equivalent work experience required.
- At least 3 years of professional experience in executive support, nonprofit operations, or project coordination.
- Experience in real estate, affordable housing, or fundraising preferred but not required.

Knowledge, Skills & Abilities

- High attention to detail and organizational skills.
- Excellent verbal and written communication skills.
- Discretion and professionalism in handling confidential information.
- Proficiency in Microsoft Office (Word, Outlook, Excel, PowerPoint).
- Ability to manage multiple projects simultaneously with shifting priorities.
- Strong interpersonal skills with the ability to work effectively with diverse stakeholders.
- A learning mindset with interest in strategic leadership and nonprofit management.

PHYSICAL DEMANDS/WORKING CONDITIONS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

- Work is performed primarily in an office environment under pressure and requires the ability to quickly adjust to changing priorities and demands.
- While performing the duties of the job, the employee is frequently required to sit and use the keyboard.
- Travel by various modes of private and commercial transportation within the region may be required.
- Lift up to 10 pounds.

The statements contained in this position description reflect general details as necessary to describe the primary functions of this position, the level of knowledge and skill typically required, and the scope of responsibility, but should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned including work in other functional areas to cover absences or relief, to equalize peak work periods or otherwise to balance the workload.