



## **Manager of Administration and Executive Assistant to the President/CEO**

### **About AccessMatters**

AccessMatters, a non-profit, public health organization located in Center City Philadelphia, envisions a future where every person has the health care and information they need to thrive. In service to that vision, AccessMatters' mission is to protect, expand, and enhance equitable access to sexual and reproductive health care and information for all people. Our team strives to advance our mission in accordance with these guiding principles: (1) sexual health is an essential component of health and wellbeing across the life span; (2) access to quality, affordable health care – including sexual and reproductive health care – is a fundamental human right; (3) every person, family, and community deserves to be treated with dignity and respect; (4) programs and services should be evidence-based, prevention-focused, and person-centered; (5) organizational excellence is best achieved through a culture of inclusion, diversity, innovation, and accountability; (6) clients, volunteers, staff, partners, and supporters should be treated with kindness, dignity, and respect in a trauma-informed and culturally responsible environment; and (7) everyone deserves a caring workplace environment that fosters trust, teamwork, creativity, and work-life balance where work is enjoyable and where staff are supported in their professional development and their pursuit of excellence.

### **Job Summary**

The Manager of Administration and Executive Assistant (“Manager of Administration”) provides accountable, high quality administrative support and leadership to internal and external stakeholders, including the President/CEO, the Board of Directors, donors and funders, provider network partners, and agency staff. The Manager of Administration serves as right hand support to the President/CEO and Board of Directors, with an emphasis on proactivity and confidentiality. This position manages the President/CEO’s workflow including calendar, travel itineraries, appointment scheduling, expense reports, and general correspondence. The Manager of Administration also provides administrative support to the Board of Directors and Board Committees. This role also provides first level leadership for essential office operations and administrative services. The Manager of Administration also takes responsibility for special initiatives and other responsibilities as assigned, such as development activities, strategic plan support, and other projects. This position is full time and exempt.

### **Essential Functions:**

**Reporting to the President/CEO, the Senior Manager of Administration and Executive Assistant will:**

#### **Provide Executive Level Administrative Support to the President/CEO**

- Serve as a positive, administrative “ambassador” for the President/CEO in all assigned duties.



- Maximize the President/CEO's leadership capacity by reading, researching, and routing correspondence; drafting letters and documents; collecting and analyzing information; preparing reports.
- Apply keen attention to detail and proofreading to ensure all written materials are polished and accurate.
- Organize President/CEO's appointment schedule for maximum efficiency and impact by planning and scheduling meetings, conferences, teleconferences, and travel.
- Prepare meeting schedules, agendas, and notes as applicable for Senior Leadership Team and Senior Management Team.
- Prepare and submit timely and accurate fiscal reports on behalf of the President/CEO, such as monthly travel expense reports, accounting vouchers, and monthly American Express reports, and periodic lobbying reports.
- Manage the flow of corporate contracts, checks, and other corporate obligations requiring documented approval/signature by the President/CEO.
- Complete biweekly timesheet data entry for payroll and accurate fund allocations for the President/CEO.

#### **Support the President/CEO and Board in Corporate Governance Functions**

- As key administrative interface between Board and staff, assist President/CEO with ensuring that staff and Board share up-to-date information about essential organization activities.
- Coordinate processes and provide administrative support for assigned Board Committees, including Executive, FAI (Finance, Audit and Investment), Development, and Governance & Nominating.
- Assist the Board and President/CEO with ensuring that meetings of the Board and Board Committees are run according to current non-profit best practices.
- Set Board and Committee meeting schedule for the year and implement all logistics, including meeting notices and reminders, room reservations, meeting set up, technology, and refreshments.
- For Board meetings, prepare draft agendas and meeting packets for Board President and President/CEO and proactively alert them to outstanding action items and issues needing their attention.
- For assigned Committees, work with designated Board and Staff Liaisons to prepare draft agendas, meeting packets, and minutes.
- Schedule, develop, and document annual orientation program for new Directors; recommend placement of new Directors for Committee service.
- Conduct annual review of Committee charters and Committee liaison program to recommend changes for improving Committee effectiveness and stakeholder engagement.
- Proactively maintain Board Member information database, including contacts, demographics, Skills and Attributes matrix, Board terms, and committee assignments, assertively alerting President/CEO and Governance & Nominating Committee of areas of need and upcoming term endings requiring succession planning.
- Manage all aspects of Annual Disclosure of Director Political Contributions and Conflict of Interest Statement.



### **Maintain Bylaws and Other Essential Corporate Documents for AccessMatters and Its Subsidiaries**

- Work with the CEO and Board President to review bylaws annually to ensure that required corporate formalities have been met (e.g., Board and Committee composition, meetings, documentation, filings).
- Coordinate annual legal assessment of bylaws to identify and recommend updates as needed.
- Maintain all essential corporate documents and historical information in a secure location (electronic and/or hard copy as required), while also leading office processes for secure storage, retention, and destruction of records both onsite and offsite, by managing the Iron Mountain contract relationship with Iron Mountain.
- Manage the Annual Meeting and corporate governance support processes for Essential Elements, a for-profit subsidiary of AccessMatters, by scheduling the meeting, developing the agenda, and documenting the minutes.

### **Manage Essential Administrative Services and Office Operations**

- With partnership and oversight from the Chief Operations Officer (COO), provide first-level functional leadership to the interdepartmental Administrative and Operations Team, consisting of Program Assistants and other staff with assigned responsibilities in administrative services and office operations.
- Assist with documentation request for fiscal and organizational audits as needed.
- Schedule Senior Leadership Team (SLT) and Senior Management Team (SMT) meetings as needed.
- Manage, execute, and improve plans, policies, tasks, resources, workflows, and vendor relations to provide the agency with efficient and high quality administrative services and office operations in core areas including property and equipment, supplies, business communications (VoIP telephone system, fax, postal), visitor hospitality, and facility security, maintenance, and security.
- Provide technical and logistical support for all general meetings and events as assigned.
- Manage procedures and policies for records retention, including offsite storage contracts, secure shredding, and secure onsite file capacity.
- Provide functional supervision and coaching to Administrative and Operations Team personnel and serve as liaison with their direct supervisors and senior management, communicating needs and concerns to ensure high quality office operational services.

### **Advance the Mission of AccessMatters and Fulfill Organizational Duties and Special Initiatives as Assigned**

- Serve as agency “ambassador” and key administrative contact for external stakeholders, including consultants, funders, donors, peer agencies, vendors, and prospects for Board and staff positions.
- Provide support and assistance to President/CEO and organization in developing and executing fundraising activities, development data tracking, and prospect research.
- Responsible for modeling AccessMatters’ Core Values and contributing to a learning culture that is supportive and inclusive of diverse perspectives and ideas, in which leaders foster an



environment where staff feel valued and appreciated, where all staff hold themselves accountable to each other and to our community and stakeholders.

- Consistently exercise discretion to analyze, interpret and act, evaluating possible courses of conduct and making decisions for the best outcomes for the client, team and the organization.
- Maintain high ethical standards and conduct regarding confidentiality, and integrity while representing AccessMatters effectively to all stakeholders.
- Create and maintain an inclusive and equitable work environment that is respectful of all, embraces diversity and equity, and includes diverse perspectives and talents in problem solving.
- Complete other projects and performs other duties as assigned.

#### **KNOWLEDGE, SKILLS, ABILITIES**

- Experience with and commitment to trauma-informed supervision and leadership.
- Experience with and commitment to building anti-racist, inclusive, and trauma-informed programs and organizational culture.
- Passionate commitment to AccessMatters' strategic plan, mission, and vision.
- Ability and desire to work with diverse cultures, communities, and institutions across a broad spectrum of community and clinical providers within the field of sexual and reproductive health.
- Knowledge and experience working with diverse communities and colleagues with demonstrated cultural humility and responsibility.
- Strong understanding of concepts and practices associated with effective administrative services.
- Significant experience working as a trusted partner in the "need to know" confidentiality circle handling highly sensitive information and assignments.
- Ability to manage vendor relations, monitor budgets and expenditures, and follow fiscal procedures.
- Open to changing priorities.
- Excellent written and verbal communication proficiency, coupled with highly developed interpersonal skills, and demonstrated ability to facilitate meetings.
- Ability to lead and work in project teams and manage multiple projects with multiple deadlines and priorities.
- High degree of customer service skills and philosophy, to include responsiveness, and follow through, to deliver high quality support services to external and internal clients.
- Strong proficiency with office and conference technology, user applications, and office equipment, including copiers, VoIP telephony, postage machines, projectors, and similar items.
- Demonstrated proficiency in Microsoft Office Applications (Word, Outlook, Excel and PowerPoint).
- Experience with web-based collaboration platforms and information management systems, portals, and intranets.
- Excellent assessment, problem-solving, and negotiation skills.
- Occasionally, work outside normal business hours (e.g., scheduled nights and weekends).



### **EDUCATION AND EXPERIENCE**

- Minimum five (5) years as an Administrative Manager and/or Executive Assistant to C-level executive.
- Bachelor's Degree. Coursework or other training in relevant aspects of the role including but not limited to technology, business, marketing, communications, and project management is preferred. Relevant industry specific experience may be considered in lieu of degree.
- Eligible for all city and state mandatory clearances, e.g., criminal and child abuse.

**HOW TO APPLY: Submit both a cover letter and a resume** to the Manager of Administration and Executive Assistant to the President/CEO position posted at our online career site, by going to this link: <https://bit.ly/343YwKD>. Address cover letter to Raeann Billey, Vice President of Human Resources. Please include salary requirement and potential start date. *\*\*NOTE: While AccessMatters has embraced liberal use of remote work, candidates are expected to reside within commuting distance of our headquarters in Center City, Philadelphia. \*\** No calls, please. **Applications will be reviewed in a rolling basis with priority to those received before December 23, 2022.** **ACCESSMATTERS IS AN EQUAL OPPORTUNITY EMPLOYER.**