



**Title: Executive Assistant to the CEO/President & Chief Financial Officer, VP of Administration**

**SALARY - \$55,000/Annually**

**Email resumes to: [jobs@ndriresource.org](mailto:jobs@ndriresource.org)**

**Summary**

The Executive Assistant to the CEO/President & Chief Financial Officer, VP of Administration will report directly to the CEO/President. He/She will provide high-level administrative support to both the CEO/President and CFO, VP. Administration. Additionally, he/she will be responsible for a variety of office administration tasks. The ideal individual will have the ability to exercise good judgment in a range of situations, with strong written and verbal communication, administrative, and organizational skills, and the ability to maintain a realistic balance among multiple priorities. The Executive Assistant will have the ability to work independently on projects, from conception to completion, and must be able to work under pressure at times to handle a wide variety of activities and confidential matters with discretion.

**Responsibilities- CEO/President**

- Provide sophisticated calendar management for CEO. Prioritize inquiries and requests while troubleshooting conflicts; make judgements and recommendations to ensure smooth day-to-day engagements.
- Act as a liaison and provide support to the Board of Directors. Arrange and handle all logistics for Board meetings and events: schedule meetings; draft agendas; develop, compile, and distribute presentation materials; and record meeting minutes on behalf of Board Secretary. Adhere to compliance with applicable rules and regulations set in bylaws regarding Board matters.
- Serve as the primary point of contact for internal and external constituencies on all matters pertaining to the CEO, including those of a highly confidential or critical nature. Prioritize and determine appropriate course of action, referral, or response.
- Work closely with the CEO to keep them well informed of upcoming commitments and responsibilities, following up appropriately. Act as a "barometer," having a sense for the issues taking place in the environment and keeping the CEO updated. Anticipate the needs of the CEO in advance of meetings, conferences, etc.
- Manage all aspects of organization's office services. Evaluate and assist in developing office policies and procedures for improved work flow and anticipate future needs as organization grows. Assist in the selection of vendors and purchase equipment, services, and supplies necessary for operation of organization.

### **Responsibilities – CFO & VP, Administration**

- Assist in preparation of Financial Presentations to Finance Committee and Board.
- Schedule meetings and material coordination for the Finance Audit Committee.
- Generate basic financial analysis and reconcile actual to budgeted amounts.
- Coordinate Executive Management Team materials and presentations.
- Document Credit Card purchases for reconciliation by Accounts Payable.
- Secondary review/proofing of Grant budgets and submissions.

### **Responsibilities – Office Administration**

- Primary Point of Contact to utilize Building Management’s portal for service and visitor requests while establishing and maintain relationship with building manager
- Contribute to setting and maintaining then Office Supply budget that ensures sufficient on-hand supplies while managing costs.
- Track and maintain inventory levels of commonly-used office, coffee and kitchen supplies to ensure items are in-stock. *Compare prices* to determine the most *cost* effective vendor.
- Develop and maintain a Vendor Contact List of contracted suppliers and serve as the point of contact to ensure operations of office equipment, request maintenance when necessary, and troubleshoot malfunction as needed.
- Update employee phone directory as needed.

### **SUCCESSFUL CANDIDATES WILL POSSESS THE FOLLOWING QUALIFICATIONS**

#### **Qualifications/Experience**

- Bachelor’s degree or equivalent and related experience with minimum of 5 years of executive administrative support experience.
- The ability to manage multiple projects and priorities simultaneously.
- Strong ability to execute work with a diversity, equity, and inclusion lens.
- Significant executive support experience, including supporting C-level executives.
- Expert proficiency with Microsoft Office including (including PowerPoint, Word, Advance Excel ability, Outlook)
- Strong verbal and written communication skills.
- Exceptional organizational skills and attention to detail.
- High degree of professionalism in dealing with diverse groups of people, including Board members, senior executives and staff
- Make appropriate, informed decisions regarding priorities and available time.
- Ability to complete tasks and projects accurately and timely with little or no guidance.
- Ability to react with appropriate levels of urgency to situations and events that require quick response or turnaround.
- Able to maintain a high level of integrity and discretion in handling confidential information.
- Excellent judgment is essential.
- Demonstrated flexibility as role evolves

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## **About NDRI**

Founded in 1980, The National Disease Research Interchange (NDRI) is a 501(c)(3) not-for-profit organization that provides human biospecimens to scientists in academic, corporate and independent research organizations throughout the world. The National Institutes of Health (NIH) has supported our work for more than 30 consecutive years. Our unparalleled tissue recovery network includes some 130 partners comprised of organ procurement organizations, eye banks, tissue banks and hospitals, and our biorepository facility is accredited by the College of American Pathologists (CAP). Utilizing the expertise of NDRI staff and that of our recovery partners, we provide anatomical structures, organs, and tissues with annotated data to support research across the full spectrum of disease and disability.

Since our founding, we have been committed to expanding the horizons of medical knowledge. We continue to do so today, with an array of programs designed to provide human tissues and organs to meet critical research needs. We are grateful for the support we receive from the National Institutes of Health and other public and private funding sources, from our expansive nationwide network of recovery partners, and through the generosity of patients and families who want to contribute to finding answers to today's most pressing biomedical challenges.

## **Benefits Offered**

### **Health/Life & Long Term Insurance**

You will be eligible for the insurance below on the 1<sup>st</sup> day of the month following a 60 day waiting period

- ***Independence Blue Cross***  
Health insurance coverage for you and your eligible dependents, including eye dental coverage through Cigna (20% employee contribution)
  
- ***Mutual of Omaha***
  - Life insurance equal to two times your annual salary, up to \$200,000 maximum
  - Long term disability insurance (Mutual of Omaha)

### **Paid Time Off**

- ***Vacation*** – 12 days per calendar year (accrual based)
- ***Sick*** – 10 days per calendar year (accrual based)
- ***Personal*** – 2 days per calendar year
- ***Holidays*** – 12 days (observed)

### **Retirement Plan (403 (b))**

- Employee can participate immediately; after completing one full year of employment NDRI will contribute up to 4% of your salary in matching funds.

### **Other**

Commuter Benefit Program - RideECO