

Position Title: Executive Assistant (EA) to CEO
Status: Full-Time
Location: New York City

Organization: American India Foundation

Mission: Founded in 2001 at the initiative of President Bill Clinton following a suggestion from Indian Prime Minister Vajpayee, the American India Foundation is committed to improving the lives of India's underprivileged, with a special focus on women, children, and youth. AIF does this through high impact interventions in education, health and livelihoods, because poverty is multidimensional. AIF's unique value proposition is its broad engagement between communities, civil society, and the expertise, thereby building a lasting bridge between the United States and India. With offices in New York and California, twelve chapters across the U.S., and India operations headquartered in Delhi NCR, AIF has impacted 6.7 million lives across 26 states of India.

Job Summary:

The role will support the CEO in strategically aligning CEO's time with organizational priorities and revisit them regularly to assess progress; evaluating opportunities and determining fit with priorities. The incumbent will support the AIF board by ensuring all board related meetings occur smoothly and all documentation is complete. The candidate will be responsible for preparing and execution of volunteer bodies' engagement plan for the Founder's Circle, National Leadership Council and Council of Advisors. They will also undertake any other special projects required by the CEO.

Reporting and relationships:

The role will report to the Chief Executive Officer (CEO) of the organization.

Job Functions:

- Support the CEO strategically align his time with organizational priorities and revisit them regularly to assess progress; evaluating opportunities and determining fit with priorities.
- Act as a key thought partner, brainstorming and identifying solutions to challenges.
- Creating & updating organizational dashboards and annual business calendars for reviewing key performance indicators across India and the US.
- Plan and manage change management priorities; evaluate and make recommendations to the CEO on staffing/capability issues.
- Manage a variety of long-term, cross-organizational projects across the US (west coast, east coast) and India, specifically involving program design, resource mobilization, marketing and communications.

- Organizes and prioritizes critical issues and required information for the CEO to facilitate efficient decision-making.
- Works with the COO to support the CEO on all administrative, financial, and operational activities.
- Plan leadership team meetings, staff meetings, developing objectives and agenda, organize logistics.
- Monitoring information flow: Sometimes acting as a gatekeeper, ensuring a CEO's involvement in a project or decision-making process at the right moment.
- Support the CEO in preparation and planning for Board of Directors; support CEO in managing interactions with volunteer bodies.
- Provide communications support: drafting emails, reports, memos, presentations, internal and external communications, and/or social media posts.
- Provide administrative support as and when required.

Key Skills, Competencies and Desired Qualifications

- Experience in wide-ranging cross-functional areas, and an eagerness to learn new skills.
- Strategic thinker, detail-oriented, data-driven and analytical in approach to solving problems; proactive problem solver.
- Creative thinker with business mind-set.
- Strong written and verbal communication; listens well and can easily learn to communicate in someone else's "written voice".
- Excels at building relationships and networks; influences others to achieve outcomes.
- Systems and process-thinker; loves creating order out of chaos.
- Comfortable behind the stage, supporting the person in the spotlight; thrives on helping others be their best selves and anticipating their needs before they are spoken.
- Deeply loyal and a steel-trap with confidential information. Very focused on supporting a leader in any ways necessary, putting the leader's needs above their own. This implies someone with fierce loyalty and minimal ego.

- Encouraging, can-do attitude, drive, initiative, energy.
- Impeccable multi-tasking skills.

The policy of AIF is to afford equal employment opportunity for all employees, without discrimination on the basis of race, color, religion, sex, national origin, age, disability, marital status, sexual orientation, or any other characteristic protected by federal, state, or local law.

Salary and Benefits: American India Foundation offers a competitive salary and excellent benefits. The individual will have opportunities to learn all aspects of a non-profit organization.

HOW TO APPLY

Applicants **MUST** be eligible to legally work in the United States of America.

Please send your resume and cover letter to: ny@aif.org

Due to the potential volume of responses, only candidates selected for an interview will be contacted.