

Position: Executive Assistant to the CEO

Status: Full-Time

Location: New York City metropolitan area

Work Location Type: Hybrid

Job Summary:

The role will support the CEO in strategically aligning the CEO's time with organizational priorities and revisit and review them regularly to assess progress.

Reporting and relationships:

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

Job Responsibilities:

- Support the CEO strategically align their time with organizational priorities, revisit them regularly to assess progress, evaluating opportunities and determining fit with priorities.
- Act as a key thought partner, brainstorming & identifying solutions to challenges.
- Manage a variety of cross-organizational projects across the US and India, specifically involving program design, resource mobilization, technology, marketing and communication.
- Provide communications support - drafting emails, briefings, reports, memos, presentations, internal and external communications, and social media posts.
- Organizes and prioritizes critical issues and required information for the CEO to facilitate efficient decision making.
- Monitoring information flow: Sometimes acting as a gatekeeper, ensuring a CEO's involvement in a project or decision-making process at the right moment.
- Manage US and India Zoom accounts and assist CEO with their townhall meetings.
- Organize and manage CEO's calendar.
- Plan leadership team meetings, staff meetings, developing objectives and agenda, organize logistics.
- Assist the CEO in expense tracking and other administrative tasks.
- Support the CEO in preparation and planning for Board of Directors meetings and take minutes of the meeting.
- Provide assistance the CEO for all travel related tasks.
- Be proactive, take and distribute notes and set up reminders for all important tasks.
- Assist the CFO/COO and the CDO with ad-hoc projects and tasks as needed.
- Work collaboratively with the Finance and Operations team on set up of staff events, retreats and other meetings as needed.
- Assist the CEO/CFO/CDO with notarization of documents, DocuSign, etc. as needed.

Key Skills, Competencies and Desired Qualifications

- Bachelor's Degree, Master's Degree in Development, Management, or Public Policy preferred.
- At least 5 years of experience in wide-ranging cross-functional areas, and an eagerness to learn new skills.

- Strong written and verbal communication; excellent documentation skills
- Ability to work with different time zones (CEO travels to India often and may need support during India Workday times) and at odd hours.
- Excels at building relationships and networks; influences others to achieve outcomes.
- Proactive, organized, and methodical, strong multitasking skills.
- Demonstrated logical thinking and reasoning abilities.
- Advanced knowledge of Microsoft Excel along with proficiency in other MS Office applications.
- Strong interpersonal, writing, and communication skills.
- Able to work for any US employer without restrictions.

Benefits and Compensation:

- American India Foundation offers a competitive salary commensurate with experience.
- Medical insurance
- Dental and Vision insurance
- AIF-paid 403(b) plan
- Pre-tax flexible spending accounts (FSA).
- Life insurance paid by AIF
- Paid Maternity Leave
- Commuter benefits
- Paid vacation and sick time
- Opportunities to learn and grow in all aspects of a non-profit organization.

The policy of AIF is to afford equal employment opportunity for all employees, without discrimination based on race, color, caste, religion, sex, national origin, age, disability, marital status, sexual orientation, or any other characteristic protected by federal, state, or local law. Due to volume of responses, only candidates selected for an interview will be contacted.