



Executive and Office Assistant

Overview

At Pinky Swear Foundation (PSF), we believe that no family should have to face the devastating impact of childhood cancer alone. Our organization was founded on a simple promise - to be there for kids with cancer and their families. Today, that promise lives on through our mission to provide immediate financial and emotional support to children with cancer and their families.

Since our inception 20 years ago, we have been dedicated to helping families overcome the many challenges that come with a childhood cancer diagnosis. We understand the immense financial strain that families face during treatment, which is why we provide financial assistance for basic needs like rent, utilities, and groceries. But we also know that the emotional toll of cancer can be just as difficult to bear, which is why we offer a range of support programs designed to help families cope with the emotional challenges of childhood cancer.

Through our unique combination of financial and emotional support, Pinky Swear Foundation has helped countless families navigate the challenges of childhood cancer. We are committed to continuing this important work, and we are looking for talented and passionate individuals to join our team and help us make a difference in the lives of children and families facing cancer.

The Role

PSF is seeking a full-time Executive and Office Assistant to support the Executive Director and administrative duties that support the entire team.

Key qualities of a successful candidate include fast-paced, tech savvy, detail oriented, self-starter, effective listener and communicator, and the ability to be trusted with confidential information.

We are looking for someone who will be “two steps ahead” of the Executive Director. The successful candidate will provide effective communications to staff, donors, and Board members. through in-person conversations, email management, meeting scheduling and coordination, data entry, and board governance. This individual will also provide a meaningful and welcoming first impression to all PSF visitors, callers, and email inquiries.

In This Role, You Will

- Serve as “right-hand person” to Executive Director, anticipating needs and priorities to ensure focus and proper time management in a fast-paced environment.
- Understand the business, learn donor and Board profiles, assess and reassess priorities and the daily flow of work for the Executive Director.
- Provide e-mail management for Executive Director, specifically drafting and/or sending communications using Executive Director’s voice and writing style.
- Manage Executive Director’s calendar, including scheduling both internal and external meetings.
- Schedule, plan, and coordinate travel itineraries and expense reports for Executive Director.
- Prepare notes and summaries for select internal and external meetings; follow up and complete action items from them on behalf of the leadership team. Enter and update all data entry in Raisers Edge platform on behalf of the Executive Director.



- Plan and coordinate logistics for Board of Directors meetings, including board portal management, taking minutes, preparing materials, drafting agendas, managing governance documents, and other tracking as assigned.
- Manage mailing processes, including preparing mail for send out as well as picking up, opening, and distributing mail. Mail stewardship/cultivation packets regularly.
- Create presentation slides and update reports with provided content and templates for Executive Director and leadership team as needed.
- Greet all visitors of the PSF office space with enthusiasm and gratitude, ensuring a sense of inclusivity and belonging. Provide a welcoming, first impression to visitors. Manage the front door and package delivery.
- Lead office tours as needed with support from Development Team.
- Provide support and coordination for in-office volunteer activities, with oversight provided by Development team.
- Prepare meeting agendas and notes for weekly team meetings and other meetings as assigned.
- Other duties and work-related errands as assigned.

Position Requirements

- Commitment to Pinky Swear Foundation’s mission, full of both head and heart.
- Willingness and passion to work on a high-performing team within a fast-paced environment.
- “Do It Now” mentality with rigor and intuition in partnership with the Executive Director.
- Very tech savvy, with a willingness to use technology as an efficiency tool as much as a communication tool.
- Strong attention to detail with effective organizational skills and demonstrated success managing different stakeholder needs.
- A self-motivated and team player who is comfortable in a growing, fluid, and entrepreneurial organization. Flexibility to support the overall Pinky Swear team, as needed.
- Manage confidential and sensitive information, following HIPPA practices.
- Excellent written and verbal communication skills.
- Proficient with MS Office, notetaking, and email/schedule management. Skilled in problem-solving, data entry, and project coordination.
- 3-5 years of related office, project management, or administrative experience.
- Ability to work occasional evenings or weekends as needed in support of the mission and Executive Director’s needs of the organization.

Preferred Experience:

- Experience supporting an Executive Director or CEO highly preferred.
- Experience using Raiser’s Edge NXT and/or other database systems.

This position requires in-office work 5 days/week, Monday-Friday. Our office is in Edina, MN.

Benefits:

Benefits include medical, dental, flexible spending account, employee assistance program, life and disability insurance, holidays, paid family leave, and unlimited paid time off. We also offer a Simple IRA plan with a 3% employer match and a cell phone allowance.

Pay Range:



\$45,000-\$57,000

Commitment to Diversity, Equity, Inclusion, & Belonging:

Pinky Swear is an equal-opportunity employer. We do not discriminate based on race, color, religion, marital status, age, physical or mental disability, medical condition, pregnancy, gender, sexual orientation, gender identity or expression, veteran status, or any other status protected under federal, state, or local law. We provide comprehensive benefits and support a flexible working culture based on respect and trust. We are a committed team serving an impactful mission to help kids with cancer and their families. If you are looking to make a difference and have a career with meaning, please apply to join us!

To apply, send your resume and cover letter to HR@pinkyswear.org. All applicants will be sent a short but required questionnaire to complete after emailing their documents to our HR inbox. Please submit your application by May 22nd, 2023.