



Executive Assistant/Coordinator Strategic Partnerships Team Job Description

POSITION SUMMARY

Description: This role supports the Purpose Built Communities SVP of Strategic Partnerships and the Fundraising, Marketing, and Communications Team.

RESPONSIBILITIES

The Executive Assistant/Coordinator is a self-motivated, organized, and personable individual responsible for providing executive coordination and support to the SVP of Strategic Partnerships and team.

Main Tasks and Responsibilities

- Provide support to Purpose Built Communities SVP Strategic Partnerships & Fundraising Marketing/Communications team, including managing and maintaining calendars, project management, travel arrangements, preparing and editing communications, presentations, reports, and other documents as requested.
- Implement operating practices and improvements where necessary and assist with managing department budgets and contract processing.
- Prepare and edit communications, presentations, reports, board committee meeting minutes, and other documents.
- Monitors, responds to, and distributes incoming internal and external communications.
- Support and organize meetings, events, and experiences, including event logistics, program outline support, catering, invitations, RSVPs, post-event stewardship, and meeting debriefings for prospect meetings, convenings, and national conferences.
- Provide support with ongoing donor communications, events, and funder-related efforts.
- Provide support to the marketing and communications team, including coordinating projects with agencies.
- Provide support for the implementation of communications and marketing strategies.
- Draft and edit communications copy (e.g., press releases, publications, social media posts)
- Support the SVP and the Strategic Partnership Team with all needed information for events and meetings: meeting coordination, list pulls, database entry, and donor informational packets/briefings.
- Successfully represent Purpose Built Communities in public settings, including events and meetings with current and potential funders and Purpose Built Communities team members.



QUALIFICATIONS

- Minimum of 7-10 years of experience providing executive-level support with the ability to work cross-functionally with other senior-level executives.
- Experience in supporting remote team members and working in a virtual environment.
- Highly skilled in MS Office Suite tools (with an emphasis on Outlook, SharePoint, Teams, Word, Excel, and PowerPoint)
- Experience with Salesforce a plus.
- Visual creativity (document layout, presentation design) a plus
- Demonstrated ability to provide a high level of internal and external customer service.
- Bachelor's degree in a related field.
- Must embrace the mission of Purpose Built Communities.
- Ability to work with minimum supervision with the ability to manage.
- Demonstrate superior organizational skills, attention to detail, and the ability to meet deadlines.
- Ability to understand and resolve technical problems independently.
- Excellent written and verbal communication abilities and interpersonal skills.
- Ability to prioritize and manage multiple responsibilities independently.
- Have the ability to engage, build, and maintain relationships with various individuals and organizations.
- Have a positive, solutions-oriented attitude, a drive for excellence, and the ability to be a team player.
- Event planning.

KEY COMPETENCIES

- Organizational and planning skills
- Communication skills
- Information gathering and information monitoring skills
- Problem analysis and problem-solving skills
- Synthesis skills (i.e., ability to understand big picture and make connections)
- Judgment and decision-making ability
- Initiative
- Confidentiality
- Attention to detail and accuracy
- Flexibility
- Ability to be effective in a hybrid work environment
- Self-starter/proactive; willingness and interest in developing an understanding of place-based work to improve ability to support the team
- Growth mindset with an interest in learning and taking on new opportunities

SALARY/BENEFITS

Competitive/commensurate with experience and other qualifications.

**Please send all inquiries to careers@purposebuiltcommunities.org – Attn: Linda Roberts

Purpose Built Communities is an equal opportunity employer, and all qualified applicants will receive consideration for employment without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state, or local laws.