

## COLES COUNTY HABITAT FOR HUMANITY

Job Title: **Executive Assistant**

FLSA Status: Fulltime/hourly (30-40 hours per week)

Reports to: Executive Director (ExD)

**Date Posted: 11/18/22**

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### **Position Summary**

Assists Executive Director by providing high level administrative support involving the use of discretion and independent judgment. Areas of emphasis are Office/Facility Administration, Bookkeeping/Payroll, Homeowner Case Management, Loan Origination, Loan Servicing, and Financial Development support.

### **Essential Functions:**

#### **A. Assistance to Executive Director (ExD)**

1. Handles confidential and sensitive information in connection with ExD's responsibilities.
2. Supports & monitors Board of Director orientation program in cooperation with key leaders.
3. Prepares/assists with grant applications, submissions and tracking to ensure compliance with grant award requirements.
4. At ExD's direction, assists with community and donor relations.
5. Supports all Habitat Committee activities to further their goals in a timely manner.
6. Proactively communicates and supports prospective partner families, application/selection process, financial counseling/guidance, and mortgage origination.
7. Develops a revolving internship program through EIU &/or Lakeland College for office, ReStore & program support.
8. At ExD's direction, assists with HFH International reporting, planning of fundraising events, and annual campaign.
9. Provides support in the areas of project management and planning activities including maintaining org chart, job descriptions, policies, and handbook reviews.
10. Prepares correspondence from ExD.
11. Prepares donor/volunteer acknowledgements, thank you letters, and donor recognition banners.
12. Receipts and tracks all fundraising donations. Manages fundraising reports and prepares invoices.
13. Coordinates arrangements for Board and staff meetings, committee meetings, and other community groups.
14. Other duties as assigned.

#### **B. Business Management**

1. Prepare financial & mortgage reports for Board meetings and Committee meetings.
2. Manage HFH's office including answering telephone, bookkeeping, payroll, and facility matters.
3. Oversees facility maintenance and repairs (phones, HVAC, cleaning by janitor).
4. Servicing of all mortgages. Preparation of Mortgage Tracking Report, Annual Escrow Statements, Annual Escrow Analysis, and communication (phone, email, letters) with homeowners.
5. Attends Board Meetings.

## **Competencies (Leader):**

*Mission Advancement:* Accepts and demonstrates the HFH's values. Demonstrates a desire to serve others and fulfill community needs. Recruits volunteers and builds effective, supportive working relationships with them. Supports fund-raising.

*Collaboration:* Works effectively with people of different backgrounds, abilities, opinions, and perceptions. Builds rapport and relates well to others. Seeks first to understand the other person's point of view, and remains calm in challenging situations. Listens for understanding and meaning; speaks and writes effectively. Takes initiative to assist in developing others.

*Operational Effectiveness:* Makes sound judgments, and transfers learning from one situation to another. Embraces new approaches and discovers ideas to create a better experience for everyone in the ministry. Establishes goals, clarifies tasks, plans work and actively participates in meetings. Follows budgeting policies and procedures, and reports all financial irregularities immediately. Strives to meet or exceed goals and deliver a high-value experience for all involved.

*Personal Growth:* Pursues self-development that enhances job performance. Demonstrates an openness to change, and seeks opportunities in the change process. Accurately assesses personal feelings, strengths and limitations and how they impact relationships. Has the functional and technical knowledge and skills required to perform well; uses best practices and demonstrates up-to-date knowledge and skills in technology.

## **Qualifications:**

1. Bachelor's degree in social services, business or equivalent preferred.
2. Three or more years of related experience working as assistant to high level executives or administrators, preferably in a not-for-profit setting.
3. Proficient in all standard business software including Word, Excel, and Power Point.
4. Knowledgeable about office processes and procedures.
5. Ability to work with integrity, discretion and a professional approach.
6. Complete all required annual trainings.

## **Physical Demands:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit and talk or hear. The employee is occasionally required to stand; walk; use hands to finger, handle, or feel objects, tools or controls; reach with hands and arms; climb or balance; and stoop, kneel, crouch or crawl. The employee must regularly lift and/or move up to 10 pounds. If individual must lift and/or move weight beyond their ability, they must ask for assistance from another staff member. The noise level in the work environment is usually moderate.