



## **ASSISTANT TO THE EXECUTIVE DIRECTOR**

The Fresh Air Fund, an independent, not-for-profit youth development organization, has provided free summer experiences to more than 1.8 million New York City children from low-income communities since 1877. Despite the challenges presented by COVID-19, The Fund continues to provide safe, fun, engaging and enriching experiences for New York City youth to keep the magic of summer alive through virtual and outdoor programs. Fresh Air children also participate in year-round leadership and educational programs. For more information, visit [www.FreshAir.org](http://www.FreshAir.org).

**The Fresh Air Fund is hiring an Assistant to the Executive Director to join our team.**

### **Position Summary**

The Fresh Air Fund seeks an energetic, goal oriented professional to provide administrative support to the Executive Director (ED) on day-to-day activities in addition to supporting the ED's efforts in board engagement, fundraising with major donors and helping support digital media. This person will work closely with members across the organization, and therefore must be highly collaborative, flexible and communicative.

This position is based in our New York City office but is currently remote due to COVID-19. The role will be in-person when staff return to the office and will report to the Executive Director.

### **Responsibilities**

- Provide all administrative support and maintain the ED's calendar by coordinating and scheduling appointments and local travel arrangements.
- Assist the ED with preparation for internal and external meetings, including conducting research, if needed, creating and compiling agendas, confirming details of meetings, gathering materials, and ensuring talking points and background for meetings are prepared in advance.
- Support and manage ED's engagement with Board including scheduling outreach as well as committee and board meetings. Manage all aspects of meetings (room scheduling, video/conference calls, and refreshments), prepare presentations, memorandums, and handouts for board reports and coordinate regular updates on the organization and programs.
- Prepare draft reports and updates and draft and/or edit correspondence including letters, emails, and other documents on behalf of the ED to ensure excellence in all communication from FAF.
- Manage ED's portfolio of donors in coordination with development team, including regular outreach and cultivation, digital/mailed correspondence, and thank you notes.
- Coordinate, write, and support ED's social/digital media presence to post on FAF happenings and amplify FAF posts, as well as policy and interest areas important to FAF.
- Track and help support ED's deadlines based on agreed upon priorities.
- Support and manage special projects, as assigned, and serve as a contributing member of the staff by attending meetings and serving on related project teams.
- Support FAF Departments when needed, including but not limited to for special events, in preparation for summer season, or during summer season, or with/on a special project.
- Liaise with all internal departments to uplift FAF culture and ensure that ED's initiatives are understood by all employees.
- Other responsibilities as assigned.



### **Qualifications**

- BA/BS degree.
- Strong administrative experience.
- Strong computer skills, including proficiency in Microsoft Office (Word, Excel and PowerPoint).
- Experience with Salesforce welcome but not required, but willingness and excitement to learn such skills as needed.
- Excellent communication and organizational skills, with great attention to detail and the ability to prioritize.
- Maturity and professionalism in representing FAF and the ED with high-profile Board members, donors, and stakeholders.
- Excellent writing, copywriting, proofreading, and editorial skills and the ability to write and edit presentations, letters, and organizational materials, adapt to the ED “voice,” and follow brand guidelines.
- Strong knowledge of social media.
- Ability to work quickly and efficiently under pressure and meet tight deadlines.
- Must be able to effectively multi-task, manage competing priorities, and maintain focus on short term and long term goals of the ED and organization.
- A team player with a passion for their work, positive attitude, drive for success, and enthusiasm to share creative ideas.
- Ability to work on-call, available certain evenings and occasional weekends.
- Great interest in joining a youth development organization and supporting FAF’s mission and vision.

### **Salary & Benefits**

The salary range for this role is \$47,000-\$55,000 and is commensurate with experience. The Fresh Air Fund offers a generous benefits package including medical, dental and vision insurance, flexible spending accounts, commuter benefits and employer and employee retirement contribution plans.

### **Application Instructions**

To apply, please submit your resume and cover letter to [talent@freshair.org](mailto:talent@freshair.org) with the subject line Assistant to the Executive Director. Please note that applications will be reviewed on a rolling basis. No calls, please.

*The Fresh Air fund is proud to be an equal opportunity employer committed to inclusive hiring and dedicated to diversity in its work and on its staff. We strongly encourage candidates of all identities, experiences, orientations, and communities to apply.*