

ASSISTANT TO THE CHIEF EXECUTIVE OFFICER

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 underserved/underfunded 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.

The Fresh Air Fund is hiring an Assistant to the Chief Executive Officer (CEO) to join our team.

Position Summary

The Fresh Air Fund seeks an energetic, goal oriented professional to provide administrative support to the CEO on day-to-day activities in addition to supporting the CEO'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 hybrid, based in our New York City office, and currently requires two days in the office. The role will evolve to include more days in the office as safety allows. The position reports to the CEO.

Responsibilities

- Provide all administrative support and maintain the CEO's calendar by coordinating and scheduling appointments and local travel arrangements.
- Assist the CEO 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 CEO'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 CEO to ensure excellence in all communication from FAF.
- Manage CEO'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 CEO'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 CEO'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 CEO'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 CEO 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 CEO “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 CEO 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.

The Fresh Air Fund requires all employees to be fully vaccinated against COVID-19.

Salary & Benefits

The salary range for this role is \$50,000 - \$60,000, 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 an [Assistant to the Chief Executive Officer application](#) and cover letter. We are hiring on a rolling basis and encourage interested applicants to apply as early as possible. No calls or recruiters, 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.