



**Position Title:** Executive Assistant to the Executive Director

**Department:** Across three departments: Development, Programs and Finance & Administration

**Reports to:** Lisa Ackerman, Executive Director & Founder

**Position Status:** Full Time, Non-Exempt, Non-Supervisory

**Hourly Rate: DOE Hours Per Week: 40**

**Benefits:** Medical, Dental, Vision & LTD, STD & AD&D, Paid Holidays, Paid Time Off and Sick Pay

**Location:** Irvine, CA 92612

**Schedule:** Weekdays, M-F, 9 am – 5 pm or 8am – 4pm, with some flexibility in schedule, including some weekends and evenings as required by events.

**Position Overview:**

Our non-profit organization is currently searching for an Executive Assistant for the Foundation office located in Irvine, CA. The Executive Assistant will provide administrative, secretarial, project support and coordination for the organization's development and strategic efforts as directed by the Executive Director (ED). A successful person in this role will anticipate needs, be highly organized, a strong communicator, and the calm in a storm. Your role will be to keep the ED's world running smoothly for internal and external stakeholders to enable the ED to focus on critical decisions and opportunities to drive TACA forward. We are looking for a key team member that can navigate social situations, communicate well, and engage stakeholders to support the foundation. You will adapt quickly to new circumstances and bring an open-minded, resourceful approach to challenges. In this position you will interface and collaborate with administrators, support personnel and management on a regular basis and manage day to day administrative tasks.

**Executive Director Support Essential Functions:**

- Relationship management for staff, key donors, board and community.
- Oversee the ED's schedule, including scheduling meetings, confirmations, and appointment details. Continue to streamline the scheduling process for efficiency.
- Logistical preparation and execution of ED's daily mailings and coordination of printed material needs including ensuring materials are sufficiently stocked.
- Update and maintain Donor and Program Database (Salsa CRM) and complete data entry as requested. Includes group management and assist in looking at data trends.
- Donor research: target donors with interest, maintain and organize reports. Work with development team on lapse donor and investor research including webtools, Wealth Engine, and other tools.
- Logistic coordination of donor gratitude functions (mailers, videos, events and communications).
- Assist with committee and advisory committee meetings and functions.
- Primary researcher for the development team of donor cultivation.
- Donor cultivation event setup, management, invitations, and onsite support for 6-8 events a year.
- Arrange and set up of quarterly board meetings including one annual board retreat includes: setting up schedules, generating board deck refreshments, and all arrangements for meetings.
- Provide general administrative support to the department as directed. Examples of support include, but are not limited to: email/letter correspondence, mailing and mail merge preparation, excel spreadsheets, document copying, scheduling, scanning and filling, meeting preparation and clean up, department errands, secretarial support to the Development Director and team, etc.
- Managing strategic plan targets by organizing activities, reports and deadlines. Assisting with research for strategic plans.

- Organize and calendar monthly staff meetings.
- Back up for answering the telephone, screen, and direct incoming calls, take and relay messages or provide information to callers as needed or directed.
- Maintain and update department lists and resources, such as the Who's Who list, telephone list, anniversary and birthday lists.
- Perform other administrative and Development related business duties as assigned by the Executive Director and partner with other departments as directed to help support the mission.

**Qualifications:**

- 2+ years administrative and secretarial experience in a fast-paced environment; non-profit/development experience preferred
- Experienced in handling a wide range of administrative duties, clerical and executive support-related tasks
- High level of proficiency in basic computer programs and relevant software applications; including proficiency in Microsoft Word, Excel, Power Point and mail merging. Experience with general donation platforms and database software preferred
- Understanding of autism preferred, but not required

**Key Competencies:**

- Possess excellent verbal and written communication skills and competency to present information, answer questions and talk informatively
- Professional personal presentation, excellent organizational skills and attention to detail
- Customer service/ department assistant oriented with positive attitude and able to work patiently, professionally and cooperatively
- Deadline driven with an ability to multitask and ability to work multiple projects concurrently
- Highly motivated, able to work independently and capable of working well with others
- Ability to handle a fast-paced environment and flexibility in response to changing priorities
- Must have a valid California's driver's license, current automobile insurance and reliable transportation as driving to events and other traveling as needed is a must
- Must be able to lift and move up to 40 pounds and pass background test

The Autism Community in Action maintains a work environment free from discrimination, one where employees are treated with dignity and respect. All employees share in the responsibility for fulfilling TACA's commitment to equal employment opportunity.

**About The Autism Community in Action (TACA)**

The Autism Community in Action (TACA) is a national nonprofit 501(c)(3) organization founded in 2000 by Glen and Lisa Ackerman with the mission to provide education, support and hope to families living with autism. Headquartered in Irvine, CA with staff and volunteers working across the country. TACA offers: Coffee Talks – free educational meetings, webinars, parent mentor program, an online Hope and Help support group, two annual National Autism Conferences hosted on the west and east coasts and a free 200-page Autism Journey Guide given to new families at events. TACA has a strong social media presence on Facebook, Instagram, Twitter and YouTube Channel. For more information visit [www.tacanow.org](http://www.tacanow.org).

**To apply for this position:**

Please email your resume and a brief description of your interest in applying for the position to: [heather.nelson@tacanow.org](mailto:heather.nelson@tacanow.org) (HR Manager)