



HOPE
INTERNATIONAL

Mission

To invest in the dreams of families in the world's underserved communities as we proclaim and live the Gospel.

Method

We share the hope of Christ as we provide biblically based training, saving services, loans that restore dignity and break the cycle of poverty.

Motivation

The love of Jesus Christ motivates us to identify with those living in poverty and be His hands and feet as we strive to glorify God.

Executive Assistant to the President & CEO

JOB DESCRIPTION

The executive assistant to the president and CEO is an advisor and orchestrator of the president and CEO's time, a key partner in relationships management, and a facilitator of focus for HOPE's leadership.

LOCATION:	Lancaster, PA
BAND:	Professional
DEPARTMENT:	Executive Office
REPORTS TO:	Director of Strategic Initiatives
CATEGORY:	Non-Exempt, Full-time, Domestic employee

FULL JOB SUMMARY

The executive assistant to the president and CEO is an advisor and orchestrator of the president and CEO's time, a key partner in relationships management, and a facilitator of focus for HOPE's leadership. This includes calendar management, travel preparation, workflow prioritization, collaboration with HOPE leaders, correspondence support, and excellent meeting planning and preparation. The role requires close collaboration and building relationship with senior leadership as well as a variety of staff across all HOPE departments and is a core contributor to fostering healthy culture and care for staff.

RESPONSIBILITIES

To promote and fulfill the mission and vision of HOPE International

Serve as advisor and orchestrator of president and CEO's time

Partner with president and CEO to ensure attention on highest-priority topics and relationships, anticipating daily needs and proactively arranging what is needed to enable focus and work-life balance for the president and CEO

Manage daily calendar and all details of the president and CEO's often changing schedule with his or her top priorities in mind, including ensuring materials are prepared, meeting rooms are ready, details to join virtual calls are accessible, and all other resources needed are anticipated and present to facilitate a smooth daily schedule

Enable excellent travel experience for president and CEO, managing transportation and accommodation details, connecting with external contacts to confirm event details, and preparing travel binders for each trip

Advise on prioritization of weekly executive office workflow with president and CEO's priorities in mind, collaborating with the director of strategic initiatives and executive office staff to anticipate necessary resources needed for the president & CEO's speaking engagements and writing projects

Manage administrative tasks to enable president and CEO's focus, including completing monthly expense reports, supporting administrative tasks for executive office, and other tasks as needed

Cultivate strong relationships with president and CEO's connections

Collaborate with HOPE advancement leaders and regional representatives to prioritize the president and CEO's fundraising engagement, facilitating strategic decision-making and leading clear communication on time availability and travel details

Support excellent relationship management with president and CEO's connections through correspondence support, maintaining contact lists, and identifying key connections ahead of events and trips

Build relationships across HOPE's global functions and departments to strengthen collaboration and support between the executive office and other teams

Welcome and host all visitors meeting with the president and CEO at HOPE's Lancaster office, coordinating travel arrangements and visit agendas, as needed

Coordinate details to enable focused and strategic leadership meetings

Coordinate preparation for monthly executive council meetings and quarterly retreats, collaborating with director of strategic initiatives to ensure meetings are focused on timely and strategic topics and that the setting and preparation for meetings enables focus for HOPE leadership

Ensure excellent execution of quarterly Board of Directors meetings (2 in person, 2 hybrid/virtual) working closely with director of strategic initiatives to confirm meeting timing and details, prepare meeting materials, and draft clear prep and follow-up communication to Board members

Schedule committee calls for seven Board committees in advance of each quarterly Board meeting, ensuring all committee members have necessary details and resources in advance of each call

Support proactive planning for future Board engagement to foster excellent governance across the HOPE International network of economic development organizations

Coordinate travel arrangements and provide other administrative support to the Board and executive council, as needed

Foster healthy culture and care for HOPE staff

Identify opportunities to promote and cultivate healthy culture among staff, in collaboration with the president and CEO and the executive office

Assist with the planning and execution of core cultural rhythms, potentially including support for events like Global Staff Meeting and Leadership Summit to quarterly pancake breakfasts or Lancaster office activities

Undertake special projects (e.g., annual thank you note campaign, distribution of president and CEO's publications), as needed

QUALIFICATIONS

Personal confession of faith in Jesus Christ and commitment to the mission and vision of HOPE International

Passionate about Christ-centered holistic economic development

Exceptional communication skills, both oral and written

Exceptional ability to build and cultivate relationships

Strong strategic and problem-solving skills and a solution-oriented attitude

Ability to interact with and make requests of senior management required

Strong attention to detail and organization skills, including effective time management and prioritization of competing demands and deadlines

Ability to self-direct daily and weekly priorities and work independently

Competence with Microsoft Office, particularly Microsoft Outlook, Word, and Excel preferred

International travel, missions, and/or work experience and strong cross-cultural skills preferred

Bachelor's degree required and up to five years of professional experience preferred

HOW TO APPLY

Apply online at <https://www.hopeinternational.org/take-action/careers>. Due to the anticipated volume of candidates, we are unfortunately unable to respond to phone calls or individual inquiries.