



**National CASA Association Seeks
Executive Assistant to the CEO
Location: Seattle, WA**

National Court Appointed Special Advocate (CASA) Association fulfills society's most fundamental obligation by making sure a qualified, compassionate adult will fight for and protect an abused or neglected child's best interests. The mission of National CASA, together with its state and local members, is to support and promote court-appointed volunteer advocacy so that every abused or neglected child can be safe, establish permanence and have the opportunity to thrive. But today, only 45% of the children in the system have access to a CASA volunteer. The National CASA organization is committed to ensuring 100% of the children in the system have access to a CASA volunteer.

Breaking New Ground

National CASA has developed a strategic framework that is informing and guiding our efforts through a major reorganization, development of a new business model, and plan for the future direction of our organization, including the launching of a major Capital Campaign. The leadership team that will drive these changes will be strategic thinkers, relationship builders, collaborative decision-makers, entrepreneurial achievers, effective communicators, change leaders, inspiring motivators, and culturally competent.

Position Summary

The Executive Assistant to the CEO will provide direct support to the CEO by creating and preparing agendas, presentations, documents, spreadsheets, logs/databases, and schedules; tracking action items; managing the CEO's calendar; making travel arrangements; preparing constituent packets; and identifying issues, conducting research, developing options/solutions and providing advice and recommendations. The Executive Assistant to the CEO will also be responsible for supporting the CEO in fundraising, Board development, the Board of Trustees, and providing back-up support to the Office Manager/Executive Assistant to the CEO.

Core Duties and Responsibilities

- Enhance the work of the CEO through general assistance and organizational support on a daily basis.
- Attend meetings and occasionally travel with the CEO to ensure meeting logistics, proper tracking of suspense items, follow-up and coordination.
- Conserve the CEO's time by reading, researching, and routing correspondence, drafting letters and documents, collecting and analyzing information, and initiating communications.
- Manage the CEO's appointment schedule by planning and scheduling meetings, conferences, teleconferences, and travel.

- Help the CEO to prioritize and accomplish daily, weekly and long-term tasks, projects and initiatives.
- Eliminates barriers and roadblocks that prohibit the smooth operation of the CEO's office.
- Proactively solves problems, coordinates resources, ensures follow through of task and assignments, and ensures project deadlines are met without the need for CEO engagement.
- Limits the amount of and inflow of issues into the Executive Office to active and coordinated resolution.
- Develop agendas, track/capture action items and facilitate meetings when needed.
- Actively manage the daily activity around meetings, ensuring that agendas are in place for all meetings, the logistics of those meetings are managed
- Prepare reports by collecting and analyzing information related to the organization and CEO's work.
- Provide historical reference by developing and using filing and retrieval systems; and, creating written notes or taking minutes at meetings.
- Maintain professional and technical knowledge as it related to the CEO's individual and organizational needs.
- Implement ongoing process improvements using technology and best practices to facilitate the efficient execution of the executive leadership operations and enhance the manner in which the executive leadership conducts its business.
- Facilitate planning for and execution of required technology, hospitality and space/logistics for meetings.
- Plans, manages and executes special events as needed.
- Prepares agendas for internal meetings, prepares presentations and documents for effective meeting delivery.
- Conducts research and prepares briefs for the CEO to ensure proper preparation and the successful outcomes of meetings.
- Maintain the accuracy of organizational documents and manages the files and information management for the Executive Office.
- Implement ongoing process improvements using technology and best practices to facilitate the efficient execution of the CEO's office.
- Provides back-up support for Board of Trustees Meetings and other committee meetings.
- Special projects as assigned.

Experience and Professional Qualifications:

- Must have 8-10 years of related experience working with C-suite level executives
- Must understand the importance of confidentiality and must possess the highest level of discretion and diplomacy.
- Must be comfortable proactively reaching out to other executives, business and community leaders with the highest level of professionalism.
- Must be able to anticipate and fulfill the business needs of executive leadership
- Must be comfortable operating in a fast-paced environment
- Must be flexible in the face of changing priorities

- Must have excellent written communications skills and the ability to interact positively with all levels within the organization including senior executives, trustees, donors, and peers
- Must project a positive, collaborative, professional image at all time
- Must have the ability to solve problems and meet deadlines
- Must have strong experience working effectively with a Board of Trustees, preferably a national board
- Must have advanced-level expertise with the full MS Office Suite.
- All National CASA staff must be committed to the National CASA mission, strategic goals, and workplace values, including a demonstrated commitment to diversity and inclusion.

Salary and Benefits

Salary is commensurate with experience. National CASA offers a competitive base salary plus benefits, generous paid leave, and work/life balance policies. This is a full-time position.

Core Competencies

Customer Focus ◦ Cooperation and Teamwork ◦ Organization/Priority Setting ◦ Respect ◦ Quality ◦ Service ◦ Stewardship

Organizational Values

Adaptability ◦ Collaboration ◦ Integrity ◦ Respect ◦ Quality ◦ Service ◦ Stewardship

National CASA, headquartered in Seattle, WA, with additional offices in Washington D.C, is committed to an inclusive and welcoming workplace environment and is proud to be recognized for Excellence in Workplace Flexibility by the Alfred P. Sloan Foundation, as one of Washington's Best Workplaces by the Puget Sound Business Journal, and as a Best Adoption Friendly Workplace by the Dave Thomas Foundation for Adoption. National CASA has been certified by the Standards for Excellence Institute for ethics and accountability in the nonprofit sector.

To apply: Please send resume and cover letter to
employment@casaforchildren.org.

NATIONAL COURT APPOINTED SPECIAL ADVOCATE ASSOCIATION
www.CASAforChildren.org
EQUAL OPPORTUNITY EMPLOYER