



# Homeless Prenatal Program

**Title:** Executive Assistant

**Reports to:** Executive Director

**Directly Supervises:** None

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## **Summary of Job:**

We are currently seeking a highly organized, self-motivated and proactive Executive Assistant to support the Executive Director (ED) of the Homeless Prenatal Program, an established nonprofit serving under-resourced, vulnerable families in San Francisco, CA over the past 35 years. The ideal candidate will have 7 years of dedicated experience providing executive-level assistance requiring independence, self-direction, and initiative in execution and implementation without direct guidance.

The Executive Assistant role includes a broad range of support including calendar management; meeting planning, facilitation, and support; relationship management with donors, internal and external stakeholders; data entry; support of the Board of Directors, coordination of outreach and external relations efforts, and oversight of special projects. The role requires stellar business writing skills for drafting and editing correspondence and reports.

The Executive Assistant maintains a strong executive presence on behalf of the ED, proactively multitasks and prioritizes work; supports the ED in agency oversight, community outreach, donor management, and collaboration with the Board of Directors.

The Executive Assistant should welcome the opportunity to contribute and thrive within a nonprofit environment that is mission-driven, results-focused, and community oriented.

## **Essential Duties and Responsibilities:**

### **Administrative:**

- Performs job functions with a high degree of confidentiality, autonomy and efficiency, while managing competing priorities under minimal general direction. Ability to multi-task with demanding timeframes.
- Prioritizes conflicting needs; handling tasks and projects expeditiously and proactively, and following through on projects to successful completion, often with deadline pressures.
- Provides high-level administrative support to the ED, including composing business emails on the ED's behalf, drafting communications for the ED and/or reviewing communications and documents for accuracy, completeness, format, and grammar.
- Researches, prioritizes, and follows up on incoming issues and concerns addressed to the ED, including those of a sensitive or confidential nature. Determines appropriate course of action, referral, or response.

- Manages and maintains the ED's calendar and schedule, ensuring that all appointments and meetings are efficiently organized.
- Ensures the ED is fully briefed and prepared for meetings, events, and trips by proactively assembling and providing background information and key materials for these commitments, blocking project time as needed.
- Leads, organizes, and executes special events, meetings, regular team events, off sites, and retreats.
- Prepares, researches, and compiles materials for meetings and presentations, including PowerPoint presentations.
- Organizes, and maintains ED's filing system and information retrieval. Ensures all files are regularly updated and current.
- Updates and maintains ED's network and contact lists within Salesforce.
- Manages and completes ED's expense reports.
- Collaborates with the Development Team to coordinate meetings for funder and donor visits and special events and provide proper notification to and follow-up with guests/attendees and other relevant parties.
- Composes and prepares slide decks, correspondence, reports, summaries, reports for funders and donors in collaboration with Development.
- Serves as a point of contact and represents the ED and HPP by phone, email and in person.
- Provides logistical and general staffing support for organizational events to ensure HPP hospitality, including arranging meeting spaces, room set-up, refreshments/catering, and AV support. Supports staff event planning and set-up as requested.

#### **Collaboration and Communication:**

- As a thought partner, anticipates the ED's needs and proactively helps the ED to develop administrative support strategies and processes that clears up ED's schedule to focus on critical oversight and outreach.
- Develops and cultivates collaborative relationships and communicates effectively with all levels of the organization including members of leadership, Board, donors, staff and external partners.
- Acts as a liaison and trusted partner for the ED, relaying and exchanging information with others including senior leaders, clients, board members and other cross functional organizations or colleagues.
- Attends many of the ED's and other key meetings to take notes, track deliverables, and ensure timely follow-ups.
- Assists in preparation, coordination, and execution of team meetings, including creating agendas, taking meeting notes, disseminating necessary information before/after, managing Zoom bookings/troubleshooting, and calendar invitations.
- Reviews meeting minutes for actionable items to ensure appropriate response and follow-up including post-meeting communication with all relevant parties.
- Leads special projects autonomously and through partnership with cross functional teams.

#### **Board Liaison:**

- Serves as a primary point of contact for Board members, supporting the ED as well as independently managing incoming and outgoing communication as needed and facilitating and coordinating logistics for all Board and Committee-related meetings and events.
- Leverages project management skills to schedule, coordinate and prepare for five or six board meetings per year as well as other meetings for committees

including the collaborative planning of meeting agendas, preparation and/or coordination of all meeting materials, invitations, tracking of attendance, and venue preparation.

- Supports the annual New Board Member orientation and the annual Board of Directors retreat and luncheon.
- Records and prepares minutes of board and committee meetings as needed, including composition of minutes, tracking of required approvals, and filing of board minutes as mandated.
- Assists the Governance Committee in the process of recruiting new board member candidates.
- Supports adherence to Bylaws, governing policies and committee charters and ensures mandated procedures are being followed; serves as point person for any needed updates.

### **Core Competencies:**

All HPP Staff are expected to meet the expectations of our Core Competencies:

- **Accountability and Reliability:** Shows up for the team, the clients, and the organization; takes responsibility for actions, and follows through on tasks and projects.
- **Collaboration:** Helps colleagues as needed, views responsibilities as shared; Actively participates in agency-wide initiatives/ efforts.
- **Communication:** Uses effective written and oral communication with coworkers and community served; understands emotions of self and others, and responds with empathy.
- **Continuous Learning:** Demonstrates curiosity and eagerness to learn and develop professionally.
- **Equity Mindset:** Understands and is committed to goals of diversity, equity, and inclusion and fostering an inclusive environment; consistently centers equity in the organization's work both internally and externally.
- **Proficiency in area of focus:** Has skills and knowledge in role and area of focus.

### **Qualifications:**

- Bachelor's degree or advanced degree is strongly preferred.
- Strong work tenure with 5-7 years of experience supporting C-Level Executives, preferably in a non-profit and/or healthcare organization.
- Good judgment with an ability to evaluate and respond appropriately to sensitive/urgent situations.
- Excellent computer skills including Gmail, Microsoft Word, Excel & Powerpoint. Knowledge of Salesforce preferred. Knowledge of Photoshop and InDesign is a plus.
- Strong interpersonal and written communication skills with demonstrated attention to detail and ability to relate to individuals at varying levels internally and externally.
- Ability to communicate effectively with donors and funders; leaders of government and partner agencies, community organizations; colleagues; etc.
- Highly organized, efficient, able to work under pressure, and able to adhere to deadlines.
- Adaptable to changing priorities and remaining calm under pressure (sense of humor a plus!).
- Excellent time management skills and the ability to multitask, prioritize and work in a fast-paced environment.

- A demonstrated understanding of nonprofit management, including the impact of local and state-level politics, and experience in relationship building and donor cultivation desired.
- Familiarity with social services/child agencies/family resource centers desired
- Demonstrated flexibility and resilience and a desire to learn and contribute to the evolution and scaling as a nonprofit organization/agency evolves.
- Desire and ability to work within a culturally diverse environment.
- Understanding of the intersection of racism and poverty and a commitment to social justice, anti-racism, and HPP's mission and organizational values.
- HPP recognizes the value of having a staff that brings a wide range of perspectives to this work based on language, ethnicity, race, gender, socio-economic background, political beliefs, sexual orientation, and disability. We are committed to maintaining a diverse, multicultural working environment and particularly encourage applications from candidates with lived experience in the communities we seek to serve.

**Physical Requirements:** This position requires the ability to work under stress and handle multiple project deadlines. This position requires an annual tuberculosis test and may require moderate lifting. This is a fully onsite position.

**Certificates, Licenses, Registrations:** California Driver's license and insurance preferred.

**Work Environment:** Fast-paced, multicultural, collaborative work environment

**Hours:** Full time - 39 hours/week with 1 hour paid lunch. General hours will be 9-5 M-Th and 9-4 on Friday. Some nights and weekends will be required.

**Reports to:** Executive Director

**Directly Supervises:** None

**Salary:** \$83,215/annually + excellent benefits package including employer paid employee benefits (medical, dental, vision), 403(b) with matching, generous holiday/vacation/sick/personal time.

**FLSA Status:** Exempt

Please send a cover letter and resume to [jobs@homelessprenatal.org](mailto:jobs@homelessprenatal.org) with Executive Assistant as the subject line. Applications must have the job title in the description to be accepted.

## About HPP



Founded in 1989, the Homeless Prenatal Program (HPP) is a nationally recognized family resource center in San Francisco that empowers homeless and low-income families, particularly mothers motivated by pregnancy and parenthood, to find within themselves the strength and confidence they need to transform their lives.

HPP helps families become healthy, stable and self-sufficient. We focus on the social determinants of health, supporting both parents and children in order to strengthen the whole family. With services ranging from emergency support to intensive case management, the agency partners with parents to address family needs during the critical years from pregnancy through kindergarten.

The first agency in San Francisco to hire former clients as staff, HPP's evolution has been guided by the community it serves. More than half of HPP's immensely talented staff of 125+ come from the community and/or are graduates of the agency's Community Health Worker Apprenticeship Program, which trains individuals for careers in the nonprofit sector.

Over the years, HPP has received considerable recognition for its service to the community. In 2022, we were named "Nonprofit of the Year" by the San Francisco Chamber of Commerce, and our work has been highlighted by The New York Times, CNN, KQED, The Huffington Post, People and The San Francisco Chronicle. Additionally, HPP receives consistently high ratings by leading philanthropic evaluators such as Guidestar and Charity Navigator.

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**The Homeless Prenatal Program is an Equal Opportunity Employer** and provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws. Pursuant to the San Francisco Fair Chance Ordinance, we will consider for employment qualified applicants with arrest and conviction records.