Title: Executive Assistant

Summary of Job: The Executive Assistant is responsible for providing high-level administrative and scheduling support for the Executive Director, serving as liaison with the Board of Directors, the Development Team, Individual Donors and other parties internal and external to the agency.

Essential Duties and Responsibilities:

Administrative:
- Manages and coordinates the Executive Director’s extensive calendar, serving as the contact person for coordinating the Executive Director’s schedule.
- Answers and screens calls, forwarding calls or delivering messages as appropriate.
- Maintains Executive Director’s contacts and tracks activity in Salesforce.
- Drafts correspondences, reports and other documents for the Executive Director.
- Monitors the Executive Director’s mail, email and social media (LinkedIn, Facebook, etc.), taking action where needed in distributing or referring to the correct department.
- Establishes, organizes and maintains Executive Director’s filing system and information retrieval.
- Takes minutes at various meetings and provides appropriate summaries and follow up as needed.
- Processes Executive Director’s expenses and check requests.
- Performs other duties or special projects as directed by the Executive Director.

Board/Development Support:
- Serves as a liaison to the Board of Directors, preparing and distributing materials in advance of meetings, maintaining general Board documents, assisting with scheduling as needed and setting up conference rooms with technology and refreshments in advance of meetings.
- Works with the Development Team to prepare the Executive Director for speaking engagements and site visits.
- Conducts pre-meeting research and preparation for external visitors.

Strategic Priorities:
- Works closely with the Executive Director to support strategic initiatives and priorities.
- Identify and support partnership opportunities.
- Strategize on how to connect, maximize and further build and strengthen partnerships for HPP’s strategic priorities.
- Provides articles and research including concise summaries, briefings, data analysis, and research notes relevant to HPP’s mission and strategic plan.
- Assists with special projects and coordinates collection of information and data as needed.

Hospitality:
- 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.
- Works closely with the Development Team to support the organization and presentation of donor tours and events.
- Supports staff event planning and set-up as requested.

**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 is strongly preferred.
- 5+ years of relevant, progressive experience providing administrative support to an executive level position.
- Good judgment with an ability to evaluate and respond appropriately to sensitive/urgent situations.
- Experience in relationship building and donor cultivation desired.
- Excellent computer skills including Gmail, Microsoft Word, Excel & Powerpoint. Knowledge of Salesforce preferred. Knowledge of Photoshop and InDesign is a plus.
- Familiarity with office systems and procedures, and agency programs required.
- Familiarity with social services/child agencies/family resource centers desired.
- Able to communicate effectively both verbally and in writing.
- Highly organized, efficient, able to work under pressure, and able to adhere to deadlines.
- Must be a self-starter.
- Excellent time management skills and the ability to multitask, prioritize and work in a fast-paced environment.
- Excellent interpersonal skills, gracious and courteous customer service skills and ability to work as part of a team.
- Must be able to keep accurate records.
- 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 Covid 19 vaccinations and boosters and an annual tuberculosis test and may require moderate lifting.

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

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

Hours: Full time ~ 39 hours/week

Reports to: Executive Director
Directly Supervises: None
Salary: $78,000/annually + excellent benefits
FLSA Status: Exempt

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.

About HPP:

The Homeless Prenatal Program 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. The agency serves over 3,000 families in-need annually, providing a variety of programs and services to help families become healthy, stable and self-sufficient.

Over three decades, HPP has grown to become a thriving family resource center with the mission: in partnership with our families, break the cycle of childhood poverty. The agency believes in a two-generational approach and partners with parents to address family needs during the transformative stages 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 100+ are former clients and/or come from the community the agency serves.