



EXECUTIVE ASSISTANT (EA) TO CEO

Ascend Dallas is a nonprofit organization dedicated to helping women and families achieve financial security and parenting success. Formerly known as WiNGS, we serve over 2,600 individuals each year. If you're passionate about making a lasting difference in the lives of women and children in Dallas County and want to work alongside a team of mission-driven professionals, Ascend Dallas is the place for you.

POSITION SUMMARY

The Executive Assistant (EA) to the Chief Executive Officer provides high-level administrative and strategic support to the CEO. This role is critical to the effective operation of the CEO's office and serves as a key liaison to the Board of Directors, senior leadership, donors, and community stakeholders. The EA manages day-to-day operations, leads special projects, and ensures proactive communication and follow-through in a fast-paced, mission-focused environment.

The ideal candidate will exhibit professionalism, sound judgment, and strong organizational, communication, and problem-solving skills, while maintaining a high level of discretion and confidentiality.

KEY RESPONSIBILITIES

Executive Support

- Manage the CEO's calendar, schedule appointments, prepare meeting materials and process expense reports
- Draft and manage correspondence, reports, presentations, and other official documents
- Maintain awareness of organizational priorities, ensuring the CEO is informed of upcoming commitments and responsibilities
- Support the CEO in managing key organizational relationships and initiatives
- Serve as a communication conduit on behalf of the CEO to board members, donors, staff, and external stakeholders
- Demonstrate strong "managing up" capabilities, anticipating needs and facilitating executive decision-making
- Research and prioritize incoming issues, concerns, and correspondence to determine appropriate actions
- Ensure timely follow-through on tasks and deliverables with a hands-on, detail-oriented approach
- Track and manage the CEO Office budget including expense tracking and invoice processing

Project Management

- Develop and manage project plans with defined milestones and deliverables
- Track deadlines and ensure timely completion of initiatives
- Provide regular progress updates and maintain visibility of project goals and milestones
- Contribute to organizational performance by meeting established KPIs
- Embrace a continuous learning mindset to adapt to evolving needs and priorities

Fundraising Support

- Be cross trained to act as the second chair/backup to record all cash contributions in the fundraising database and generate donor acknowledgment letters and analytical reports

Board Liaison

- Coordinate logistics and materials for board and committee meetings in compliance with bylaws and organizational standards
- Collaborate with senior staff to prepare materials and ensure timely distribution to board members

Partnerships and Outreach

- Draft and edit communication materials for external audiences
- Respond to requests for organizational or CEO-related information
- Support relationship-building efforts initiated by the CEO
- Understand the mission of Ascend Dallas and serve as the liaison for community coalitions and marketing efforts

Office Support

- Serve as the focal point for all office supplies and administrative needs
- Collaborate with peers and leadership to demonstrate core values and foster a positive organizational culture
- Remain open to feedback and perform additional duties as assigned

QUALIFICATIONS AND EXPERIENCE

- Bachelor's degree
- 10 years of experience supporting C-level executives, preferably in a nonprofit or mission-driven organization
- Prior experience in project management, fundraising support, and board liaison functions preferred

Technical Proficiency:

- Expert in Microsoft Office Suite (Outlook, Word, Excel, PowerPoint) and Adobe Acrobat
- Familiarity with Salesforce, Sage Intacct or other budgeting tools a plus

ESSENTIAL SKILLS AND ATTRIBUTES

- Commitment to the mission of Ascend Dallas
- Professional demeanor, emotional intelligence, and mature judgment.
- Excellent written and verbal communication skills.
- Strong organizational and interpersonal skills.
- Experience with project planning and budget management.
- Ability to handle confidential information with discretion.
- Demonstrated ability to independently manage multiple tasks, projects, and priorities.
- Highly collaborative, self-motivated, and able to anticipate needs and follow through.

PERKS & BENEFITS

- Medical/Dental/Vision/Short-Long Term Disability.
- Company paid Life Insurance
- 401k with company match
- Optional remote workdays
- Paid Parental leave
- Generous PTO package including extended time off from December 24th to New Years

HOW TO APPLY:

Ascend Dallas is an equal opportunity employer. For immediate consideration, qualified candidates should submit a resume via email to jobs@ascenddallas.org