



Job Title: Executive Assistant to President
Location: New York City, NY

About the Desai Foundation:

The Desai Foundation is a robust public 501(c)(3) non-profit programmatic organization that promotes community development and public health programs in the U.S. and India. The Foundation's goal is to empower women and children through programs that elevate health and livelihood and enable them to dream beyond their circumstances. Learn more about the organization by visiting www.thedesaifoundation.org.

Job Description:

The Desai Foundation seeks a high-energy, resourceful and entrepreneurial person to serve as the Executive Assistant reporting to the President of the organization. This is a unique opportunity to join a successful organization as it grows in stature and global impact. The position requires a highly detailed oriented and organized person to help manage the President's calendar, correspondence, speaking engagements, travel, administration and expenses. This individual is personable, has strong communication skills and a deep commitment to developing communities through social impact work. We are looking for a results-oriented self-starter who will thrive in a small office environment and is willing to work in an all hands-on deck environment.

Responsibilities:

- Assist with internal office administrative tasks & management.
- Maintain administrative records, update computer files, prepare monthly expense reports and maintain Dropbox filing system.
- Screen incoming correspondence and emails appropriately.
- Prepare expense reports, time sheets and plan and organize office events.
- Schedule travel and coordinate speaking engagements & appearances.
- Provide support to other departments within the organization such as marketing, partnerships, events, and grants.
- Assist Directors with aspects of programmatic meetings as necessary (travel, scheduling, research, outreach, etc.).
- Attend and assist with event planning and projects.
- Provide coordination support for the hiring of interns each semester.
- Keep track of timelines and the progress of various projects.

- Attend both internal and external meetings and take detailed notes.
- Other projects as needed/assigned.

Requirements:

- A Bachelor's Degree and 1-3 years of professional experience.
- Passionate about social impact work.
- Interest in a long-term role with the potential for growth; culturally curious with the desire to continuously learn.
- Trustworthy, kind, positive attitude, and comfortable working on a small team.
- Strong written and verbal communication skills; a persuasive and passionate communicator with excellent interpersonal and multidisciplinary project skills.
- Ability to interact with professionals at all levels within an organization.
- Action-oriented, self-motivated, entrepreneurial, adaptable, and innovative approach to day to day work and longer-term planning.
- Detail oriented, strong organization and time management skills, with the ability to juggle multiple projects/priorities at any given time.
- Flexible and willing to take on work that might be out of your scope. All hands-on deck type of team.
- Ability to work effectively in collaboration with diverse groups of people.
- Ability to travel for occasional work events.
- Proficient with computers, Microsoft Office, Salesforce, Zoom, and G Suite. QuickBooks and WordPress knowledge are a plus.
- Ability to work with discretion and deal with confidential information.