

Assistant to Executive Director (AED)
Coordinator, Executive Support and Development Ops

Report: ED

New Sector Partnership

TFA believes in encouraging and investing in our staff's learning and development. Because of that, we're partnering with [New Sector Alliance](#), which allows us to enroll the newly hired AED in their yearlong [Residency in Social Enterprise \(RISE\) Fellowship](#). TFA will support the AED in attending one full-day training per month along with ongoing 1:1 mentorship and coaching throughout the year. This investment is valued at \$15,000. Candidates applying for the AED role should understand that the total compensation package includes both the annual salary plus this significant professional development investment.

Qualifications

Responsibilities

Executive Support Duties (50%)

- Coordinate complex and extensive day-to-day administrative support for Executive Director (ED), including scheduling meetings with direct reports and internal and external partners on a regular, recurring, and one-off basis. This area will also include foreseeing and acting on any operational pitfalls that may arise in ED's day-to-day
- Ensure ED is prepared for all her engagements, i.e. have supporting documents, time in her schedule to prepare for meetings as well as ample travel time, etc.
- Manage the ED's travel schedule (i.e. booking travel, calendar adjustment, and keeping track of her travel expenditures)
- Partner closely with the ED and Chief of Staff to ensure the ED's time is aligned to our regional priorities and scheduled in a way that protects the ED's sustainability and energy
- Act as a liaison and build enduring, inclusive, and Core Values-aligned relationships between external constituents (such as board members, community partners, corps members, alumni) and the ED through thoughtful and strategic communications
- Partner closely with the ED and Managing Director of Regional Communications and Public Affairs to execute Regional Communications Plan, supporting both internal and external monthly ED constituent communications, presentations for special events/conferences, OpEd and media interviews, and multi-channel digital platforms (i.e. social media, blogs, etc).
- Ensure relevant information related to ED meetings is captured into TFACT, Teach For America's relationships management database
- Manage the ED's budget, including sharing spending updates with the ED and collecting and ensuring compliance of receipts

Development Operations Duties (40%)

- Develop expertise in our Salesforce-based CRM system ('TFACT') and work with regional team members to help provide TFACT-based constituent data as needed
- Develop efficient system to collect and organize Teach For America – Twin Cities content and collateral to be used for external audiences
- Track, review, and process all revenue received in our region. Work closely with the National Finance team to correctly code all gifts and provide the proper documentation to ensure that all gifts abide by IRS and fiscal requirements
- Update key information on donors and gifts into our Salesforce-based CRM system ('TFACT') in order to maintain an accurate representation of our region's fiscal pipeline
- Ensure that donors are appropriately recognized and acknowledged by maintaining external-facing donor lists and composing and sending tax acknowledgments to comply with IRS guidelines

Collective Responsibilities (10%)

- Fulfill foundational responsibilities that allow our region to do our work, make decisions, grow as professionals, and strengthen our team culture, including but not limited to attending regional meetings, operating with our Core Values and commitment to Diversity, Equity and Inclusiveness, completing our performance management cycle, and upholding our data management, office operations, and fiscal responsibilities
- Make a direct impact on the organizational mission of enlisting, developing and mobilizing leaders to strengthen the movement for educational equity by participating in selection (6-10 days total plus preparation and close out time), matriculation (up to six windows across the year), and regional events.

Requirements

Prior Experience

Previous administrative experience managing calendars is required

Previous experience using Microsoft Office products (Outlook, Word, Excel, and Powerpoint) required and experience using Google Docs preferred

1+ years of experience in a program, administrative, or business support role preferred

Skills

Making Decisions and Demonstrating Judgment:

Uses knowledge of context and sound judgment to make timely decisions that are aligned with our Executive Director's priorities and our office operations vision and communicates information prudently.

Proactively builds relationship and knowledge of staff and partner needs to inform decision making.

Ability to handle confidential information with a high level of discretion

Building Relationships and Communicating Effectively with Others:

Able to persuasively articulate facts, ideas and opportunities to individuals and groups through engaging, succinct and clear written and verbal communication, inspiring staff with the information they need to take responsibility for our office operations and inspiring staff, members, and new and existing partners to collaborate with our Executive Director
Ability to build strong internal and external relationships and networks in order to achieve results to facilitate our Executive Director's work and strengthen our office operations

Organizing, Planning and Executing:

Able to organize, prioritize, track and manage workflow and resources across multifaceted responsibilities, frequently changing and competing asks of the Executive Director's time, management of the Executive Director's budget and travel, and complex office operations systems

Transformational Change and Leadership through Operations:

Demonstrates commitment to the work of operations and administrative support as a critical lever in the fight for educational equity by making connections between and taking personal responsibility for the day-to-day work and the impact on relationships and progress toward our regional strategic plan.

Work Demands

Occasional evening and weekend work is required

Limited overnight travel required to attend Teach For America conferences (expenses paid for by Teach For America)