



**GROUND
ED
SOLUTIONS
NETWORK**

strong communities
from the ground up

Executive Administrative Assistant	Reports to: Chief Executive Officer
Department: CEO Office	Status: Full-time, Exempt

About Us

[Grounded Solutions Network](#) is a national nonprofit dedicated to shaping communities to be equitable, inclusive, and filled with opportunity for all. Where we live matters. It determines what opportunities we have and how our kids grow up. Everyone should be able to live in a place that offers opportunity: access to jobs, parks, public transit, quality schools and stable homes. Strong and inclusive communities provide the foundation that people and families need to thrive, both in the present and for future generations.

As a national membership organization, we support nonprofit and government practitioners, community resident leaders, advocates, elected officials, and other housing professionals with the tools and knowledge they need for success. We promote the creation and preservation of quality housing that remains affordable for generations. Our work specifically targets creating and expanding housing with lasting affordability, using a racial equity lens.

Grounded Solutions Network is committed to fostering an organizational culture rooted in critical thinking and consciousness about race and class. We seek candidates who are dedicated to achieving racial equity as both a process and outcome. We are committed to building a staff team that is as racially and culturally diverse as the communities that we serve. All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability, age, or veteran status.

About the Position

Grounded Solutions Network is in a position of growth and evolution. As such, the CEO needs a talented Executive Administrative Assistant who is able to deftly manage multiple administrative tasks while also contributing to discrete projects in support of the Grounded Solutions mission. The primary responsibility of the Executive Administrative Assistant will be to provide support to the CEO, including scheduling, logistical support, fundraising support, and other support as needed to ensure effectiveness and efficiency.

The Executive Administrative Assistant reports directly to the CEO and has responsibility to assist the CEO in maximizing their time and energy by acting efficiently and anticipatorily around shifting demands and needs. This position supports a broad portfolio of internal and external efforts, and in return will have exposure to and work directly with critical community, foundation, government, and Board partners. The Executive Administrative Assistant is responsible for handling confidential and sensitive materials with utmost professionalism and punctuality.

The Executive Administrative Assistant makes a positive contribution to the organizational culture. They actively participate in team and employee meetings, retreats, or initiatives, seek opportunities to improve efficiencies, and contribute creativity, innovation, collaboration, and problem solving throughout the organization.

Key Responsibilities

1. CEO Support and Special Projects (50%)

- Schedules internal and external meetings and coordinates meeting logistics.
- Assembles meeting materials and content and organizes stakeholder needs and inquiries.
- Helps to coordinate and support events such as stakeholder convenings and Board of Directors efforts, or other internal and external initiatives as requested (with appropriate COVID19 considerations made).
- Supports the CEO with travel logistics and expense reimbursement.
- Provides schedule and confidential administrative support to the CEO to support their operational efficiency. Helps create, maintain, and manage systems for receiving, assigning, tracking, and reporting on incoming requests, tasks, and projects.
- May be asked to conduct research and draft documents to investigate and assess potential new initiatives.
- May be asked to collaborate with Grounded Solutions Network colleagues, consultants, and external partners on behalf of the CEO.

2. Fundraising Support (35%)

- Maintains and updates prospect lists and proactively helps CEO maintain contact with prospects at appropriate intervals; tracks and records interactions in Salesforce database system.
- Schedules meetings with foundations, individuals, committees, and advisory board.
- Tracks meetings, outcomes, and next steps.
- Coordinates with program staff to obtain content for funding request materials.
- Helps to customize funding request materials, including letters, proposals, campaign view books, and pledge forms.
- Coordinates grant applications and submits on behalf of the organization.
- Helps acknowledge pledges and gift recognition.
- Tracks grant deliverables and reports.

3. Support to Board (15%)

- Schedules board meetings and retreats, helps with in-person meeting logistics, prepares meeting minutes, maintains board files, and distributes board packets.
- May be asked to staff task forces or board committees, typically in the role of scribe.
- Assists with scheduling and travel logistics.

Qualifications for Entry into this Position

Knowledge, skills and abilities

Grounded Solutions believes that our team should reflect, respect, and understand the diversity of backgrounds, identities, and experiences of the communities that we serve. We strongly encourage people of color, people of all gender identities, people with disabilities, and LGBTQ+ candidates to apply. Not sure if you meet all of the qualifications below? That is okay; if you are truly excited by this position,

we encourage you to apply anyway! Studies have shown that men apply for jobs when they only meet 60% of the qualifications, but women only apply if they meet 100% of them.

- Demonstrated commitment to social, racial, and economic justice.
- Strong interpersonal skills and the ability to be diplomatic and have discretion and good judgement in dealings with others.
- Excellent writing and oral communication skills.
- Exceptional organizational skills, and attention to detail as well as the big picture.
- Ability to work well independently and to drive projects to completion in a fast-paced environment.
- Ability to prioritize multiple assignments while adapting to changing deadlines and priorities with success.
- Skills in Microsoft Office products, Microsoft Teams/ Zoom/ other webinar and virtual platforms, and comfort with remote working environments.
- Able to find satisfaction in providing huge value to organization through sometimes repetitive tasks.
- Experience with Salesforce a plus.
- Familiarity with nonprofits/nonprofit experience preferred.

Minimum education level

Bachelor's degree preferred; high school diploma required

Minimum prior job-related experience or training

3+ years of senior executive administrative support

Travel required

Approximately 1-4 trips per year of domestic out-of-state travel as needed to attend conferences, regional convenings, and company meetings.

Location

Washington, DC. The organization has two primary office locations in Oakland, CA and Washington, DC. This position will be based in Washington, DC to facilitate direct interaction with the Chief Executive Officer. Other Grounded Solutions Network staff may be located anywhere in the contiguous 48 states. All staff are expected to demonstrate the ability to work remotely while maintaining high levels of efficiency and productivity and communicating effectively with their direct supervisor and colleagues.

Starting Salary Range

\$50,000-65,000 annually, commensurate with experience.

COVID-19 Requirements

GSN's mandatory vaccine guidelines require all employees to be fully vaccinated by their start date. At this time, GSN defines "fully vaccinated" to mean that two weeks have passed since a second dose of the 2-dose series for the Pfizer or Moderna vaccines, or a single dose of the Johnson & Johnson vaccine. A current employee or applicant (i) who has a disability or qualifying medical condition that contraindicates a COVID-19 vaccination, (ii) whose sincerely held religious belief, observance or practice

conflicts with the vaccination requirement, or (iii) who qualifies for an exemption under applicable state or local law may request an exemption from this vaccination policy.

Join our team and build your career with us! We offer:

- Supportive, stimulating and collaborative environment with passionate colleagues dedicated to building community and equity.
- Opportunities for professional growth and development.
- Competitive, comprehensive benefits package including health, dental, matching 401k and paid time off.

How to Apply

Please submit, as 1 document (PDF or word), a cover letter (highlighting qualifications, skills, and interest in the position) and resume here: [-Apply Here-](#). Interviews will be conducted on a rolling basis.

Questions on application form:

- To what extent has pursuing racial or other types of equity and inclusion been a priority in your work, and how did you approach it?
- How do you maintain productivity, efficiency, and communication while working remotely?
- The salary range for this position is \$50k to \$60k annually. What are your salary requirements?