

Scarlet Hope

EXECUTIVE ASSISTANT v. October 2021

Roles & Responsibilities:

Reports to: President of Scarlet Hope, Inc

Location: Louisville, KY

The Executive Assistant is responsible for providing support to the President of Scarlet Hope while assisting the Scarlet Hope, Inc. team with various administrative tasks. This role will include a variety of administrative tasks and requires an attention to detail, high level of excellence, the ability to work independently and to work multiple projects at once.

Responsibilities Defined:

Provide Administrative Support for President of Scarlet Hope

- Manage and increase the efficacy of administrative systems for the President.
- Manage the daily, weekly, monthly and annual calendar for the President.
- Monitor emails and assist in the response.
- Plan events, meetings, and travel.
- Maintain accurate files and proper documentation for the President.
- Create administrative and fundraising documents, spreadsheets, templates, and graphics with Google Apps, Lucidpress, and Canva.
- Coordinate speaking engagements and travel plans.
- Assist in the completion of Special Projects and Strategic Goals as set by the President.

Provide Development Support for Scarlet Hope Inc

- Oversee development data.
 - Maintain Donor Databases (Kindful and Mailchimp).
 - Prepare reports for Board meetings and Executive Director meetings.
 - Collaborate with Directors to curate a list of monetary and in-kind needs.
- Manage annual development calendar.

- Delegate development tasks to appropriate team members.
- Prompt President to complete development tasks.
- Manage giving campaigns and mailers.
- Assist in the planning and execution of donor events.
- Assist the President with donor relations and fundraising efforts.
 - Equip President to meet and communicate with donors regularly.
 - Create content for the ministry communication plan.
- Oversee donor acknowledgements.

Assist the Scarlet Hope Network Team

- Help with organization of offices and cleanliness of spaces.
- Assist in network events such as network retreats, network trainings, and virtual trainings as needed.
- Work with the Network team to create helpful resources and assistance to site directors (website portal, monthly newsletter, one-on-one meetings, etc.)
- Provide administrative support to the COO when requested and when able.
- Be an active part of the team when needs arise

**Some travel may be required to support the President or Network Trainings.*