



<b>Job Title:</b>	Executive Assistant & Development Associate	<b>Full-Time/ Part-Time:</b>	Full-Time
<b>Division/ Department</b>	Administrative & Development	<b>Hourly/ Salary:</b>	Salary
<b>Salary/ Salary Range or Hourly Rate:</b>	Commensurate with experience	<b>Regular/ Temporary/ Per Diem:</b>	Regular
<b>Work Schedule:</b>	Monday - Friday	<b>Exempt / Non-Exempt:</b>	Exempt

**Company Overview:**

SBP is an award-winning, innovative, disaster resilience and recovery nonprofit organization whose mission is to shrink the time between disaster and recovery. SBP educates, advocates for and improves the disaster recovery system so that impacted homeowners and communities can have a prompt, efficient and predictable recovery. Thanks to thousands of volunteers and the service of 180 AmeriCorps members each year, SBP has rebuilt more than 1,200 homes across 8 states. To learn more about SBP's other strategic interventions, please visit [SBPUSA.org](http://SBPUSA.org).

At SBP, we are driven by four core values:

- 1 - All problems are solvable.
- 2 - People are hardwired to fix, solve and help.
- 3 - We treat our clients the way we would treat our family.
- 4 - We believe in continuous improvement, or as we call it, "Constructive Discontent"

SBP encourages individuals who are hungry for change and eager to innovate to join our team so that, together, we can change the America prepares for and recovers from disasters.

**Job Summary:**

The Executive Assistant will be responsible for the administrative and project support for the CEO. The ideal candidate must be a polished professional, have strong communication, interpersonal and organizational skills, and be comfortable working in a highly-visible role in the company. This position allows for management training opportunities.

**Qualifications:**

- Bachelor degree
- Experience supporting executive level in a high growth organization preferred
- Superior organizational skills and detail oriented
- Exceptional written/verbal communication skills
- Must be self-directed and work to achieve objectives with moderate oversight
- Must be flexible, efficient and resourceful
- Knowledge of Microsoft Word, Excel, Outlook, and PowerPoint

**Responsibilities:**

- Prepare, modify, and produce reports, presentations and letters.
- Research and book domestic travel arrangements.
- Manage calendar, daily correspondence (emails, letters, and phone calls) and mail.
- Prepare and organize pre/post-meeting materials and reports as needed.
- Facilitate conference calls and web-based meetings.
- Track priorities to ensure time and attention are focused most effectively.

- General office duties, which may include, but are not limited to: faxing, copying, binding, maintaining contact lists, placing orders for office supplies and greeting visitors.
- Assist in special projects including research, event planning and preparation for speaking arrangements.
- Assist in the coordination of company functions.
- General office management tasks.

**Primary Relationships:**

This position reports to the CEO, and serves a part of the development team.

The position has primary relationships with the senior management staff, program staff and AmeriCorps team members. Outside the organization, the position coordinates with community and corporate partners, Board Members and donors.

**Performance Expectations:**

This is a fast-paced position that helps support the CEO and development team.

The individual is expected to:

- Maintain an organized system for management of CEO’s schedule and donor details.
- Meet deadlines.
- Maintain a flexible work schedule to meet the demands of executive management.
- Demonstrate initiative and work as a team player.
- Convey a professional and positive image and attitude regarding the organization
- Demonstrate commitment to continued professional growth and development.

**Benefits:**

We offer our employees competitive pay and a benefits package including medical, vacation/sick.

**To Apply:**

Please email resume and tailored cover letter to [dshepherd@sbpusa.org](mailto:dshepherd@sbpusa.org)

*SBP is an equal opportunity employer and adheres to all applicable city, state and federal laws regarding equal employment opportunity and hiring practices.*

*All qualified applicants will receive consideration for employment without regard to age, race, color, religion, gender, creed, national origin, physical or mental disability, marital status, veteran status, disabled veteran status, or status as a member of any other protected group or activity.*

*It is the policy of SBP not to discriminate against any individual, person, or group on the basis of disability and the intent of SBP to address any complaints that may arise pursuant to Section 504.*