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Providing for the Families of Fallen Police Officers and Firefighters of Cook County

Title: Executive Administrator
Status: Full-time Exempt
Salary: \$42,000 - \$47,000, competitive benefits
Reports to: Chief Operating Officer
Supervises: Administrative Interns and Volunteers

The mission of the 100 Club of Chicago is to help provide for the surviving spouses and dependents of law enforcement officers, firefighters and paramedics who lose their lives in the line-of-duty. This includes all federal, state, county and local officers, firefighters and paramedics stationed in and working out of Cook County. The 100 Club of Chicago has provided benefits to more than 249 families of fallen public safety professionals. Total benefits have exceeded \$9 million.

100 Club of Chicago Executive Administrator

The Executive Administrator supports the CEO and other key staff and board members by owning general administrative duties, maintaining strong communication with the board, coordinating or managing projects and planning events. The Executive Administrator is proficient in managing tasks to ensure progress towards deadlines and managing time in order to maximize efficiency. The Executive Administrator has a dual support role to the COO and the CEO and serves as a member of the full team assisting with all essential functions of an office administrator. The Executive Administrator understands that especially in a small, dynamic organization with much potential yet to be tapped, every staff member makes contributions above and beyond the written job description – and prefers being in such a position.

Areas of Responsibility:

- Develop and maintain a work plan based on the needs of executive management. Provide the CEO and COO with weekly updates.
- Develop a clear understanding of key relationships for each executive and develop a working relationship with administrative peers within those organizations.
- Keep the CEO and Office calendars; manage scheduling.
- Interact with internal and external executives, vendors and other stakeholders to coordinate a variety of meetings and events under the direction of the Director of Membership and Events.
- Carry out or coordinate all communication with board members; prepare semi-annual board meetings.
- Manage and archive organizational documents.
- Research, draft or summarize reports.
- Assist with administrative details for projects, proposals and acknowledgements, coordinating with other staff and board members as needed.
- Support the Director of Membership and Events with planning and executing multiple special events, fundraisers, open houses, receptions, board meetings and the like.

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Areas of Responsibility Continued

- Maintain vendor relations including ensuring the best quality and pricing, ordering and procurement and handling errors with products or service.
- Maintain office environment, machines and equipment.
- Take a lead role in developing and maintaining an Employee/Volunteer Handbook.
- Support staff members and volunteers through administration of basic HR functions such as employee orientation and enrollment, benefits administration, office and computer access and the like.
- Perform basic financial administration and reporting functions.
- Support annual planning and other organizational activities.

Minimum Requirements:

- 4 years previous experience anticipating the needs of and supporting executives
- Bachelor's degree in a related field, or an equivalent combination of education and experience
- Excellent verbal and writing skills
- Strong organizational skills and attention to detail
- Event and meeting planning experience
- High level of proficiency in the Microsoft Office suite of products
- Proficiency and work experience with Quickbooks
- Proficient technology skills
- Orientation toward team-work with the ability to work independently with limited supervision in a dynamic work environment
- Empathy and passion for law enforcement, fire and emergency services
- Strong understanding of the 100 Club of Chicago's mission and enthusiasm for building support for its programs
- Upbeat approach to working with/for constituents

Required Core Competencies:

- Teamwork: Work together with others and help others to work cooperatively to accomplish objectives
- Attention to Communication: Deliver clear, effective communication and take responsibility to understand others
- Interpersonal Awareness: Elicit, notice, interpret and anticipate others' concerns and feelings
- Initiative: Proactively identify and act on problems and opportunities
- Flexibility: Respond quickly to change and easily consider new approaches
- Results Orientation: Focus on desired results and set and achieve challenging goals
- Concern for Quality: Monitor work, systems and processes and take action to ensure they meet or exceed standards
- Service Orientation: Commit to satisfying internal and external clients
- Stress Management: Maintain performance and self-control under pressure.
- Integrity and Truth: Gain the trust of others by taking responsibility for own actions and telling the truth

Start 1/6/14. **Please email cover letter and resume to:**
Heather Sattler, hsattler@100clubchicago.org