



Executive Assistant to the Founder & CEO

Position Summary

Jack's Basket is seeking a highly experienced, proactive, discerning, and relational Executive Assistant to serve as a trusted partner to the Founder & CEO. This is a senior-level Executive Assistant role requiring strong judgment, discretion, confidentiality, follow-through, and the ability to support both executive-level priorities and administrative details.

This position is a part-time hybrid role, approximately 20 hours per week, with the potential to grow into a full-time role in 2027 and beyond as the organization continues to expand.

The Executive Assistant will help protect the CEO's time, filter and prioritize communication, prepare the CEO for key meetings, manage follow-up, and strengthen relationships with board members, donors, partners, staff, and community stakeholders. While this is an Executive Assistant role, the right person will bring a "chief of staff" mindset by helping create clarity, track priorities, anticipate needs, support decision-making preparation, and ensure CEO-level commitments move forward.

The ideal candidate is assertive, highly organized, emotionally intelligent, and direct. They can operate with confidentiality and discretion, manage sensitive information, and support the CEO in a fast-paced, growing, mission-driven organization.

Key Responsibilities

Executive Support & Prioritization

- Manage and protect the CEO's calendar, inbox, meetings, tasks, and follow-up so time is aligned with the highest organizational priorities.
- Screen, filter, and prioritize requests, identifying what needs the CEO's attention and what can be handled, delegated, delayed, or declined.



- Track CEO commitments, deadlines, decisions, and open loops while proactively helping the CEO focus on what matters most.

Email, Communication & Task Management

- Draft, edit, organize, and send communications on behalf of the CEO when appropriate, maintaining a warm, professional, and mission-aligned voice.
- Monitor CEO communications, including email, meeting requests, board communication, donor correspondence, partner follow-up, and internal requests.
- Identify urgent, sensitive, or high-priority messages and create systems for tracking pending responses and relationship follow-up.

Board & Executive Meeting Preparation

- Prepare the CEO for board meetings, committee meetings, donor meetings, leadership meetings, and strategic conversations.
- Organize agendas, briefing materials, notes, talking points, presentations, logistics, and follow-up action items.
- Track board-related commitments, requests, and next steps while maintaining confidentiality with sensitive board, personnel, financial, and donor information.

Donor & Relationship Management

- Support CEO-level relationships with donors, sponsors, partners, providers, board members, and community leaders through thoughtful preparation and timely follow-up.
- Track important relationship details, next steps, giving history, personal notes, and reminders so key relationships remain warm and connected.
- Coordinate with the Development Director to ensure CEO donor relationships are well-supported and aligned with fundraising priorities.

Travel & Speaking Engagement Logistics

- Coordinate CEO travel for conferences, speaking engagements, donor meetings, board-related travel, partner visits, and other organizational commitments.
- Book flights, hotels, transportation, registrations, meals, itineraries, materials, and related reservations as needed.



- Track travel-related expenses, receipts, reimbursements, schedule changes, and follow-up documentation.

Administrative, Operational & Logistical Support

- Process expense reports, receipts, invoices, reimbursements, registrations, and related documentation.
- Maintain organized digital files, records, meeting notes, contact lists, and systems that help the CEO and organization stay focused and responsive.
- Coordinate administrative and logistical details, including scheduling, appointments, errands, reservations, vendor communication, office needs, and special projects when they directly support the CEO's availability and organizational priorities.

Project Coordination & Follow-Through

- Support CEO-level projects by tracking timelines, next steps, responsible parties, progress updates, and pending decisions.
- Follow up across departments to ensure action items are completed and priorities continue moving forward.
- Anticipate needs, identify gaps, solve problems, and help bring clarity to competing priorities.

Qualifications

Required Qualifications

- Proven experience supporting a CEO, Founder, President, Executive Director, senior executive, or high-level organizational leader in an Executive Assistant, senior administrative, chief of staff support, executive operations support, or similar role.
- Strong judgment, discretion, organization, follow-through, written and verbal communication skills, and ability to manage confidential information.
- Ability to be assertive, direct, proactive, relational, and professional while supporting both administrative details and executive-level preparation.
- Comfortable providing trusted administrative and logistical support when it helps protect CEO work capacity and organizational priorities.



- Proficiency with Google Workspace, Microsoft Office, calendar systems, shared drives, and common communication tools.

Preferred Qualifications

- 10+ years of experience supporting a CEO, Founder, President, Executive Director, or senior leader.
- Experience supporting board meetings, donor relations, executive meetings, external stakeholder relationships, executive travel, speaking engagements, or complex schedules.
- Experience with CRM or donor databases, project management tools, expense management systems, board governance, donor stewardship, nonprofit, fundraising, ministry, healthcare, or mission-driven work.

Ideal Candidate

The ideal candidate:

- Has strong executive presence, discernment, emotional intelligence, and the ability to protect the CEO's time without damaging relationships.
- Brings order, follow-through, and calm to a fast-moving environment while thinking ahead, anticipating needs, and helping move priorities forward.
- Believes in the mission of Jack's Basket and understands that supporting a Founder & CEO requires trusted executive, administrative, and logistical support that allows the CEO to remain focused, available, and effective.