

Executive Assistant & Office Manager

Reports to: Chief Executive Officer · Hybrid – Orange, Durham, Wake, Johnston Counties

Salary \$60,000 - \$70,000	Work Model Hybrid	Benefits Medical, Dental, 401K
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At United Way Greater Triangle, we believe that behind every high-functioning team is someone who makes everything feel effortless. That someone is you. We're looking for an Executive Assistant & Office Manager who is more than a logistics expert — you're a culture builder, a connector of people, and the steady presence that keeps our CEO and team operating at their best.

ABOUT US

UWGT invests in, convenes, and amplifies community-driven solutions so everyone in the Triangle can thrive. We connect people and resources to community-driven solutions that create lasting impact across Durham, Johnston, Orange, and Wake counties.

WHAT YOU'LL DO

BE THE GLUE

Culture & team cohesion

You are the heartbeat of the office. You notice when energy is off, celebrate the wins, and cultivate an environment where staff feel seen and supported. You champion warmth and professionalism in every interaction — internal and external — and help make UWGT a place people love to show up to.

PROTECT THE MISSION

Executive & board support

Serve as the CEO's trusted partner and first line of defense. Manage a complex, ever shifting calendar, prioritize a high-volume inbox, and anticipate needs two steps ahead. Act as a key liaison to the Board of Directors — preparing agendas, compiling briefing materials, attending meetings, and maintaining governance records with discretion and accuracy.

KEEP THINGS MOVING

Operations & HR support

Support hiring managers with interview coordination and candidate communication. Help integrate new software tools to streamline internal workflows. Keep the office running smoothly so the rest of the team can stay focused on community impact.

SET THE TABLE — LITERALLY

Events & hospitality

From staff lunches to donor dinners, you ensure every event reflects UWGT's standard of hospitality. Source and manage local Triangle-area vendors, track dietary needs, and handle on-site setup and breakdown with quiet professionalism.



Position Qualifications

WHO YOU ARE

- **A nonprofit person.** You're fueled by mission, not just tasks. You understand that everything you do — from scheduling a meeting to ordering lunch — is in service of real community impact.
- **The glue.** You see the whole picture — how teams, calendars, and projects connect — and you build bridges before gaps appear.
- **An anticipator.** You're always two steps ahead — solving problems before they become problems and clearing the path so leadership can lead.
- **Discreet and trusted.** You handle sensitive board and organizational information with the highest level of care and professionalism.
- **Technically fluent.** Comfortable with Microsoft Suite, AI tools (Claude, Granola), and a quick learner with new platforms.
- **Calm under change.** Plans shift. You adapt without panic, recalibrate quickly, and bring others along with you.

SKILLS AND EXPERIENCE

- **Executive support.** You've worked directly with a senior leader — a CEO, Executive Director, or C-suite executive — managing their calendar, inbox, and priorities with care and discretion.
- **Nonprofit or mission-driven environment.** You understand how nonprofits operate: the culture, the stakeholders, the pace, and the purpose. You don't need to be taught why the mission matters.
- **Event & vendor coordination.** You've planned and executed events — from small team lunches to donor receptions — and managed vendor relationships with professionalism and attention to detail.
- **Communication.** Exceptional written and verbal skills. You can represent a leader's voice with authenticity, draft a polished board memo, and still send a warm reply to a vendor — all in the same afternoon.
- **Organization & prioritization.** You manage competing demands without dropping the ball. You have a system, and it works.
- **Technology fluency.** Proficient in Microsoft 365 (Outlook, Word, Excel, Teams). Comfortable with AI tools like Claude and Granola, and quick to pick up new platforms.
- **Discretion.** You handle sensitive information — board matters, personnel issues, donor relationships — with absolute confidentiality.
- **Precision.** Details matter to you. You catch the typo in the board packet. You double-check the catering order. You confirm the Zoom link works before the meeting starts.
- **Adaptability.** Things change. You recalibrate without panic and bring a calm, solution-first energy to whatever comes your way.

HOW TO APPLY

Submit your résumé and a cover letter with salary requirement to jobs@unitedwaytriangle.org. Applications are reviewed on a rolling basis.

United Way Greater Triangle is an equal opportunity employer committed to an inclusive, equitable





United Way
of the Greater Triangle

INVEST. CONVENE. AMPLIFY.

environment that honors the diverse voices in our organization and the communities we serve.



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