



Job Title: Executive Assistant to the Executive Director	Reports to: Executive Director
Classification: Exempt	Department: Administration
Salary: \$50,000- \$55,000	Subordinates: None

Job Summary:

The Executive Assistant (EA) provides high-level administrative and operational support to the Executive Director (ED), ensuring efficient coordination across the organization. The EA manages the ED's schedule, communications, board relations, and special projects while aligning daily operations with Durham's Partnership for Children's mission and the requirements of Early Head Start (EHS), NC Pre-K and NC Smart Start. The EA ensures that the ED's time and attention are focused on strategic priorities, supports internal and external communications, and assists with governance, fundraising, and reporting tasks.

Duties/Responsibilities:

Executive Director Support

- Serve as the primary administrative liaison for the ED with staff, partners, funders, and community stakeholders.
- Manage the ED's complex calendar, appointments, travel, and meeting logistics.
- Prepare meeting materials, presentation slides, agendas, and minutes.
- Draft, proofread, and edit correspondence, reports, and official documents.
- Maintain an effective system to track key priorities, deadlines, and follow-ups.
- Support the ED's reimbursements and expense documentation.
- Conduct research and prepare briefing materials and background reports as requested by the ED.
- Assist with compliance documentation, reporting, and performance monitoring related to Early Head Start, NC Pre-K, and Smart Start.
- Coordinate travel and logistics for the ED and senior leadership as needed.
- May supervise a part-time Office Receptionist including providing performance feedback.

Board and Governance Support

- Organize board and committee meetings, including scheduling, materials preparation, and logistics under the direction of the Executive Director.
- Record and distribute board and committee meeting minutes and maintain board records (bylaws, policies, rosters, manuals).



- Support the recruitment, onboarding, and communication of board members as directed by the Executive Director.
- Ensure compliance with governance and documentation requirements.

Development and Community Engagement

- Collaborate with the Community Awareness Manager to prepare donor correspondence and engagement materials.
- Assist in planning and implementing events, community meetings, and partnership initiatives.
- Maintain contact lists and ensure accurate tracking of communications and contributions.

Administrative Coordination

- Support organization-wide communication by maintaining key calendars and contact lists.
- Help coordinate agency-wide staff meetings and internal communications.
- Maintain organized and confidential files for the ED.
- Manage the list of offsite files and collaborate with other staff to ensure the inventory is accurately maintained.
- Manage vendor relationships including technology support, office equipment, landlord, and document retention and storage.
- Coordinate with the Office Receptionist to ensure smooth office operations and alignment of administrative processes.

Organizational and Program Compliance

- Demonstrate knowledge of Durham's Partnership for Children programs, including Early Head Start (EHS) and NC Pre-K, Smart Start, and related policies, procedures, and performance standards.
- Serve as a mandated reporter under Durham Early Head Start's Child Abuse and Neglect Policy.
- Support agency systems such as governance, communications, and record keeping.
- Maintain confidentiality of staff, family, and organizational information.
- Participate in continuous quality improvement and reflective supervision processes.

Education/Experience:

- Associate's degree required, bachelor's degree preferred.



- Minimum 3–5 years of executive-level administrative experience, preferably in a nonprofit environment.
- Familiarity with Early Head Start, NC Pre-K and Smart Start programs preferred.

Required Skills/Abilities:

- Exceptional organizational and multitasking skills with attention to detail.
- Excellent written and verbal communication skills.
- Ability to maintain confidentiality and exercise sound judgment.
- Proficiency with Microsoft Office 365, Teams, and virtual meeting platforms.
- Demonstrated professionalism and ability to work effectively with diverse groups.
- Enthusiasm for Durham's Partnership for Children's Mission.
- Maintain confidentiality of sensitive information.
- Demonstrate professionalism, courtesy, and a positive attitude.
- Participate in required training and professional development.
- Support continuous quality improvement and compliance with EHS Performance Standards.
- Adhere to all Durham's Partnership for Children policies and mission values.
- Have a notary license or willing to get a notary license.
- Hybrid work schedule; generally, Monday–Friday, with occasional evening or weekend events.

Physical Requirements:

- The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.
- While performing the duties of this job, the employee is regularly required to sit, speak, and hear. The employee is occasionally required to stand and walk. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, and ability to adjust focus.

Work Environment:

- The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

Durham's Partnership for Children is an equal opportunity employer.