



Executive Assistant

The Executive Assistant (EA) provides high-level administrative and project support to Kinetic's CEO and other leadership team members as assigned. Responsibilities include managing the CEO's complex calendar, coordinating/booking travel, preparing materials for client meetings, drafting correspondence, reviewing materials for accuracy, compiling expense reports, serving as the liaison with the board of directors and collaborating with the Support Services Team.

The EA must live in the Greater Kansas City area, but working remotely is an option.

Key Competencies:

- Three-to-five years of recent administrative/scheduling support experience reporting to an executive-level professional.
- Excellent written and verbal communication skills.
- Ability to multi-task, manage a diverse workload, be responsive to urgent and changing deadlines in a fast-paced environment.
- Strong organization and time management skills
- Ability to self-initiate, make accurate decisions and problem solve independently
- Exceptional interpersonal skills, strong attention to detail and highly dependable.
- Ability to work early mornings, nights and weekends when necessary.
- Ability to work with a variety of managerial work styles and communicate confidently with staff, clients and the public.
- Extensive experience planning and booking domestic and international travel.
- Proficient to excellent with all aspects of Microsoft Office and G-Suite.
- A college degree is preferred.

Benefits:

- Competitive salary, commensurate with experience
- Employee Stock Ownership Plan participation
- Paid time off to use at your discretion, with approval
- Optional Health insurance package that includes: medical, dental, vision
- 401k plan participation plan optional

About Kinetic:

Kinetic provides fundraising counsel tailored to meet the specific needs of every organization we serve. We help our clients unleash their power of philanthropy.

With clients and professionals located throughout the country and abroad, Kinetic provides expertise in major gifts, development, management, estate giving, charitable foundation research, communications, executive search, strategic visioning, mentoring and more.

Kinetic is an equal opportunity employer. We celebrate diversity and are committed to creating an inclusive environment for all employees.

Please submit your cover letter and resume via email to execsearch@kineticfundraising.com with the subject line: Executive Assistant Opportunity