**The Immunization Partnership**

**Executive Assistant**

**Job Description and Responsibilities**

**Organizational Background**

The vision for The Immunization Partnership (TIP) is a community protected from vaccine-preventable diseases. TIP’s mission is to advocate for disease prevention using an impactful network of vaccine champions who promote education and evidence-based public policy on the health benefits of childhood and adult vaccinations. TIP aspires to be the trusted resource to support increasing immunization rates to create healthier communities.

The Immunization Partnership has an outstanding team of knowledgeable individuals whose backgrounds comprise public health, policy, non-profit, and legal expertise. We value the collaboration of distinct ideas in an effort to launch advocacy initiatives, establish long-lasting partnerships, and conduct grassroots and community education programs. We are all committed to the mission of eradicating vaccine-preventable diseases.

**Major Responsibilities**

* Office Management
* General Support for Executive Director, Chief Operating Officer, and Chief Strategy Officer
* Manage Donor Relations Records
* Other duties as assigned

**Office Management**

* Organize and ensure maintenance of workspace, files and equipment as necessary.
* Manage office supply inventory and serve as central point of purchasing for supplies, equipment and other items as needed. Exercise sound research using cost and quality comparisons.
* Assist with special event management.
* Responsible for mail: pick up and distribute. (See Internal controls for check process.)
* Distribute credit card statements; set deadlines for submission to department heads/ED for approval.
* Enters all invoices into Accounts Payable.
* Lead onboarding of new employees: arrange for card keys and credit cards (as appropriate); ensure benefit enrollment; set orientation schedule.
* Serve as principal liaison to the Board of Directors, fielding their emails and requests for assistance, ensuring they are fully aware of the external activities of TIP as well as relevant internal activities. Responsible for preparation and distribution of all board meeting materials; planning for board meetings including hotel arrangements (as needed) and acquiring and preparing meeting spaces (as needed).

**General Support for Executive Director, Chief Operating Officer, and Chief Strategy Officer**

* Coordinate and Calendar Meetings for the ED, COO, and CSO
* Manage/Delegate phone calls, voice mails, emails, expense reports and correspondence for ED, COO, and CSO
* Manage travel for ED, COO, and CSO; prepare travel packets prior to each trip complete with Itineraries, calendars, meeting materials including bios of participants and other research as needed.
* Ensure staff is aware of all travel policies; provide updates to mileage rate changes or per diems, etc.
* With the COO, schedule, prepare presentations for staff meetings, sending reminders and agendas.
* Support the Chief Strategy Officer’s implementation of the Strategic Plan, working with her to coordinate with working groups or departments.
* Support Executive Director’s fundraising efforts including helping to manage her portfolio of donors.
* Submit and reconcile expense reports for the Executive Director, COO and CSO.
* Act as “early warning system” for issues growing in priority from all parts of organization.
* Coordinate cross-functional and organization-wide projects or initiatives, as needed.
* Oversee special projects as assigned.

**Manage and Maintain Donor Relations Records**

Collaborate with Development Director to ensure:

* Donor records are updated with each donation.
* Donor records are updated following donor visits with all new information.
* Gift acknowledgements are mailed within 48 hours of receipt.
* End-of-calendar year tax letters are sent.

**Minimum Qualifications**

* Significant track record of success in support of senior level roles.
* A minimum of six years of administrative/C-Suite experience.
* Exercise exceptional discretion and judgment.
* Ability to take initiative, problem-solve, multi-task, and work independently as well as collaborate with others as appropriate in a team-oriented approach.
* Comfortable and effective at managing the most challenging conversations and situations
* Strong and engaging interpersonal skills
* Be “connective tissue:” convey to the Executive Director and/or COO significant issues or needs of staff and others.
* Superb interpersonal, oral, and written communication skills.
* Ability to work well with people and as a part of a team in a collaborative environment.
* Demonstrated ability to juggle and prioritize many concurrent tasks at once, manage a high-volume workload, pay extremely close attention to detail, adapt quickly to changing organizational priorities, and meet moving deadlines.
* A commitment to diversity; a personal approach that values the individual and respects differences of race, ethnicity, age, gender, gender identity, sexual orientation, religion, ability and socio-economic circumstance, and ability to work with diverse individuals within the organization and broader community.
* A confident and professional work style; a strong sense of humor and a faculty for handling stressful situations with grace and maturity is a must.
* Dedication to TIP’s mission.
* Proficiency with Microsoft Office – Outlook, Word, PowerPoint and Excel.

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