

## POSITION ANNOUNCEMENT

Position title: **Executive Assistant to the CEO**  
Category: **Full time position**  
Reports to: **Senior Manager Office of the CEO and Public Affairs**  
Location: **Kansas City, MO**  
Closing Date: **Open until filled**

### Introduction

750 million people – about one in nine – lack access to safe water; 2.5 billion people, lack access to a toilet. At Water.org, we are dedicated to changing this. Join us.

At Water.org we envision the day when everyone in the world can take a safe drink of water and experience the dignity of a toilet. For more than 20 years, we have been at the forefront of developing and delivering solutions to the water crisis. Founded by Gary White and Matt Damon, Water.org pioneers innovative, community-driven, and market-based solutions to ensure all people have access to safe water and sanitation; giving women hope, children health, and communities a future. To date, Water.org has positively transformed millions of lives in Africa, Asia, Latin America, and the Caribbean by providing access to safe water and sanitation. Learn more at [www.water.org](http://www.water.org).

### Position Summary

The Executive Assistant for the Office of the CEO performs executive level support for CEO Gary White. This role requires analytical ability as well as the ability to manage competing priorities, highly effective communication skills, and sound judgement. The candidate will thrive in an environment where s/he must be highly proactive, well organized, detail-oriented, nimble and collaborative in dealing with others. A high degree of discretion and ability to manage confidential information is essential.

### Key Responsibilities

#### *Executive Support*

- Communicate with internal and external stakeholders to effectively schedule meetings and calls within CEO parameters and across multiple time zones
- Maintain CEO calendar ensuring accuracy and completeness with weekly reviews of the week ahead
- Monthly expense reconciliation and submission on behalf of CEO
- Bi-monthly allocation and entry of CEO's time
- Preparation of reports and briefing books for the CEO and others
- Research and assess incoming requests for CEO meetings/calls
- Systemize retention and follow up for incoming requests
- Manage a schedule of touch points for CEO including holiday cards and Board anniversaries
- Prepare draft emails for CEO to send upon request
- Provide final review of Board quarterly packet to coincide with Board meetings ensuring accuracy, uniform formatting and completeness
- Attend meetings/calls on request to take notes and identify follow up actions with post meeting notes
- Work closely with Senior Manager of OCEO and Public Affairs on co-founder field visits, speaking and/or media engagements
- Collaborate with broader Water.org team on special org-wide events including CCW, staff retreat, in town Board visits, in town partner visits
- Support the OCEO in projects as requested by the Senior Manager of OCEO and Public Affairs

**Qualification and Skills**

- Will utilize strong problem-solving, strategic and creative thinking to make decisions and recommendations to ensure efficient use of CEO's time and resources
- Strong writing and editing skills
- Must possess sophisticated interpersonal abilities
- Must be flexible, agile and responsive with high degree of emotional intelligence
- Ability to maintain a high level of accuracy in preparing g information
- Experienced in handling confidential information

**Requirements**

- A minimum of 3-5 years of relevant work experience including but not limited to working in a corporate/executive or nonprofit office environment directly supporting a CEO or Executive Officer
- Distinctive proficiency in Microsoft Word, Excel, Outlook, PowerPoint and Adobe Professional
- A passion for learning about and supporting the Water.org mission
- Must be trustworthy and reliable
- Must be skilled in clear presentation of complex ideas and information
- Must demonstrate attention to details, resourcefulness and the ability to pass along necessary information
- A proactive and collaborative nature willing to find solutions to issues
- Flexible schedule a plus

**Salary/Benefits**

This position offers full-time benefits, including medical/dental insurance, life and disability insurance, retirement program and periodic review for merit and incentive pay based on organizational and personal achievement. Salary will be based on education and experience, and will coincide with similar nonprofit organizations in international development.

**Application Information**

Please go to <http://careers.water.org> to apply. Please title your attachments with last name, first name. Resumes will be reviewed as they are received.

**NO PHONE CALLS PLEASE**

**Deadline:** Open until filled

*Water.org is an equal opportunity employer. We do not discriminate on the basis of age, ethnicity, gender, nationality, religious belief or sexual orientation.*