



book harvest

Job Opening: Executive Assistant

[Book Harvest](http://www.bookharvestnc.org) is a nonprofit organization based in Durham, North Carolina, which provides books to children in need. Books are a vital tool to help all children succeed in school and in life, and having plenty of books at home helps children start school ready to learn, combat summer learning loss once they are in school, and succeed in school. Since 2011, children have harvested more than 330,000 books from Book's Harvest programs, building home libraries of books that they own. Learn more at www.bookharvestnc.org

Job Description

The full-time Executive Assistant will be a vital member of the Book Harvest team and will report to and work closely with the Executive Director. This person will play a critical role in anchoring the organization during a time of growth, supporting quality programming and building organizational capacity. This is a tremendous opportunity to maximize and strengthen the internal systems and further the external role of an innovative and high-impact organization.

This person will provide administrative, development, and fiscal support to the Executive Director, to ensure smooth and professional functioning of all aspects of the organization. The position will be based at Book Harvest's office at 2501 University Drive in Durham.

Duties include but are not limited to the following.

Development Support

- Prepare written acknowledgements for all donations in a timely fashion.
- Assist with monthly e-newsletter and twice-yearly appeals.
- Support board and staff in MLK Day Dream Big Book Drive activities, including sponsor outreach and followup.
- Maintain a fundraising calendar to track and follow up on proposals to foundations and other funders.
- Enter data into online donor database, and prepare reports as needed.
- Prepare grant reports and reports to funders.
- Assist in preparation of annual report.
- Keep impeccable and timely records.

Financial Support

- Track revenues and expenditures on Quickbooks; prepare monthly reports in a timely and accurate fashion.
- Work with ED to manage cash flows and forecasting.
- Report to ED on a regular schedule about expenditures of dedicated grants.
- Provide ED with analysis and support in budget preparations, grant activities, and projections.
- Keep impeccable and timely records.

Administrative Support

- Maintain systems for managing large amounts of information (electronic and paper), organizational record keeping, and reporting.
- Manage, coordinate, implement, and assist with initiatives and projects, including providing administrative support as needed.
- Support the ED in a variety of functions (examples include but are not limited to conducting research and preparing reports).
- Work with the ED to ensure compliance with licenses and requirements.
- Assist in managing and updating Book Harvest website.
- Assist in developing and updating protocols and accounting practices for all aspects of the organizations as it grows.

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Support program staff in developing annual workplans.

Assist ED in preparing reports and agendas for bimonthly board meetings; assisting with followup to meetings.

Managing IT support.

Manage a wide variety of administrative tasks such as filing for income tax refunds, providing info to Board Treasurer, working with our CPA on annual audit reporting, and checking in with our insurance broker as needed.

Customer Service

Create a positive environment for interactions with everyone who visits Book Harvest.

Consistently deliver extraordinary customer service to all with whom we have contact (phone, online, in-person).

Respond to email and phone inquiries in a timely and professional fashion.

Share our mission and vision in an enthusiastic and knowledgeable way with the larger community.

Qualifications

The successful candidate for this position is a highly motivated, superbly organized individual who communicates clearly, collaborates well, leads with professionalism, and is a team player. Attention to detail, ability to work independently, and meticulous tracking of information are essential. This person must be able to represent Book Harvest in a variety of settings and be an excellent communicator. This person will share with our other staff and our board the belief that we can and should be very ambitious in working to close the income-based book gap in our community, starting at birth. An innovative approach to challenges, an enthusiasm for teamwork, patience, perseverance, and a mindset of gratitude, respect, and possibility are a must.

Requirements:

Bachelor's Degree.

Basic accounting knowledge; experience in accounting is a plus.

Some experience with Quickbooks; proficiency is a plus.

Excellent writing skills.

Excellent oral communications.

Effective electronic communication and database management skills.

Personal qualities of integrity, honesty, credibility, and dedication to the mission of Book Harvest.

Leadership, a spirit of teamwork and collaboration, and the ability to inspire others.

Patience and perseverance.

Strong organizational and time management skills.

Warm and engaging interpersonal skills.

An ability to both further the big picture and keep track of details.

Book Harvest is an Equal Employment Opportunity employer and does not discriminate on the basis of race, color, religion, age, sex, gender, disability, national or ethnic origin, or sexual orientation. We offer a competitive salary and an engaging, purposeful workplace culture. People of color are strongly encouraged to apply.

If you are interested in applying for the position of Executive Assistant, please submit **a resume, contact info for two professional references and one personal reference, and a cover letter** to Rachel Stine at rachel@bookharvestnc.org. The priority deadline for receipt of applications is **Thursday, November 19, 2015**.

A successful background check is required. Book Harvest will pursue both indicated and non-indicated references.