



**National Law Enforcement Officers Memorial Fund (NLEOMF)
Job Description**

Position: Executive Assistant

Reports to: Chief Executive Officer

Position Summary: NLEOMF is seeking an Executive Assistant (EA) to the CEO, who will at times serve as an advisor, gatekeeper, problem solver, and all-round strategic partner in meeting organizational goals to advance our mission. The ideal candidate will have government or law enforcement background and the ability to handle complex situations and multiple responsibilities simultaneously. They must also have the demonstrated ability to deal with highly confidential information and act as a liaison between the CEO and other constituencies. They must also exhibit the skills to collaborate with and achieve actionable results through others, the ability to build strong and sustainable relationships and the capability to interact within all levels of Government and Law Enforcement.

The goal of the EA is to ensure the CEO has a seamless day and both long- and short-term projects are carried out to standard. The ideal candidate is exceptionally organized, detail-oriented and proactive with a natural ability to thrive in a fast paced, ever-changing, team-based environment.

Responsibilities:

- Support CEO in meetings, by email, and phone calls with internal and external stakeholders.
- Help make the CEO more productive by prioritizing, organizing agendas, taking minutes, and chasing down action items.
- Drafts letters, emails, reports, and other correspondence on behalf of the CEO.
- Acts as the liaison between the CEO and other executives, clients, and stakeholders to ensure consistent communication and ensuring involvement or decision-making at the proper time.
- Ensures timely and effective completion of projects and initiatives of the CEO.
- Acts as a strategic advisor to the CEO. The EA is responsible for providing an unbiased voice to the CEO as a sounding board.
- Manage CEO Calendar
- Conduct research and summarize learnings to advise the CEO on strategic priorities
- Keep abreast of national law enforcement current events

- Support the productivity of the management team by keeping notes, and execution of action items and distilling discussions and thoughts from team meetings into strategic plans
- Drive execution of action items agreed upon by the CEO and the management team.
- Drive operational and planning processes to completion in partnership with the management team and the broader organization.
- Provide ad-hoc support on projects small to large; this could include research, financial modeling, internal initiatives, new expansion explorations, and more. Step in where help is most needed.

Knowledge/Skills/Abilities:

- Strong general business skills and acumen - BS degree and has more than 8 years' experience.
- The right candidate is adaptable, creative, and self-starting as many projects will require research, quick learning, communication, and at times filling operational gaps.
- This role requires the EA to be comfortable with interaction with senior executives without any reservation or fear. The ability to act effectively is determined by the ability to step up and speak up.
- Prior hands-on experience and a tenured leadership foundation in the areas of planning & process, financial planning & strategy execution
- Mature judgment and discretion in keeping sensitive information confidential
- Experience developing executive presentations, documents, etc. with advanced level Google Docs, Sheets and Slides skills — or Office365
- Strong interpersonal skills and proven ability to work seamlessly with a variety of personalities and functional disciplines.
- Proven ability to track, prioritize, and drive multiple concurrent projects to success. This position is expected to utilize data and metrics to communicate needs with ease.
- Excellent communicator in written and verbal form; ability to work well with executives, and able to lead and influence across multiple levels and multiple functions of an organization
- Entrepreneurial, with a high tolerance for ambiguity and complexity, and efficient with limited resources.
- Experience working in government or law enforcement.
- Excellent writer and editor
- Demonstrated ability to handle complex situations and multiple responsibilities simultaneously mixing long-term projects with the urgency of immediate demands.
- Demonstrated exceptional judgment and communication skills
- Demonstrated skills to collaborate with and achieve actionable results through others
- Demonstrated ability to build strong and sustainable relationships

- Demonstrated capability to interact within all levels of an organization and with external partners
- Knowledge of human resource policies
- Excellent interpersonal skills and good sense of humor
- Good stamina
- Strong advocate for law enforcement
- Excellent knowledge of Microsoft Office Suite (MS Outlook, Word, Excel and PowerPoint)
- Proactive, discreet, and team oriented, detailed
- 24/7, White Glove mentality
- Professional, Respectful

Working Conditions:

- Working conditions are normal for an office environment and/or home-office setting
- Position will involve an increased workload during National Police Week and Run for the Badge weekend
- Ability to lift 30lbs, stand for long periods of time, and able to walk long distances

Location

- Position is located in Washington, D.C.