

## Executive Assistant

Reports to: Executive Director



**Organizational Background:** The Imperial Valley Food Bank’s mission is “Fighting Hunger – Bringing Health and Hope to the Imperial Valley.” Based in Imperial, IVFB coordinates with 70 other nonprofits to provide millions of pounds of food to upward of 25,000 people each month. IVFB is a member of the California Association of Food Banks and is associated with Feeding America.

**Job Purpose:** The Executive Assistant is a senior-level position responsible for assisting the Executive Director, especially in development and communications for the organization. The EA will create and execute digital and in-person fundraising, public relations and marketing campaigns and will play a major role in planning special events. A team player who can take initiative and the lead on projects and can manage multiple projects in a timely and efficient manner will do well in this position. A successful candidate will be able to effectively leverage their knowledge of arts, media and community relations to raise funds, engage and educate the community on existing/future services and programs and strengthen our nonprofit brand.

**Schedule:** Full-time, non-exempt

**Start Date:** Immediate opening

### Duties and Responsibilities

- Travel arrangements, meeting scheduling and follow-up for Executive Director
- Coordination and communication with the Board of Directors
- Agenda and meeting minute packets
- Direct mail oversight
- Donor management in person and with database analytics (CRM)
- Analytics for social media business accounts (Facebook, Instagram, etc.)
- Manages marketing campaign budgets
- Basic video editing; further video/media arts experience is a plus, but not required
- Demonstrates knowledge of in-person community engagement strategies: event planning, fundraising and campaign design
- Adapts to evolving visual arts, database and social media software
- Writes narrative-style marketing communications
- Occasionally travels countywide to document Food Bank’s work and events for marketing purposes.
- May occasionally require some weekend work for special events

**Preferred Qualifications:**

- Class C Driver's License with good driving record
- Able to lift a minimum of 30 pounds
- Bachelor's degree from an accredited college or university in Marketing, Public Relations, Design, Digital Arts, or related field
- Treat fellow community members with dignity and respect
- Understands Imperial Valley's diverse communities
- Ability to cultivate and maintain positive rapport with peers, clients, volunteers and community partners
- Creative, innovative approach to job responsibilities
- Excellent written and verbal communication skills in English
- Excellent human relations skills
- Experience with Microsoft Office
- Utilizes design software (Adobe Suite, Canva, etc.)
- CRM database management experience preferred
- Ability to abide by Food Bank confidentiality policies