



FAUNA & FLORA
INTERNATIONAL

Executive Assistant
Washington, DC

Innovative conservation since 1903

FAUNA & FLORA INTERNATIONAL

Founded in 1903, Fauna & Flora International (FFI) is the world's longest-established international conservation organization, headquartered in Cambridge, England. Our vision is to create a sustainable future for the planet where biodiversity is conserved by the people living closest to it. FFI's mission is to conserve threatened species and ecosystems worldwide, choosing solutions that are sustainable, based on sound science and that take account of human needs. We operate primarily in developing countries where there is little capacity to conserve endangered and threatened habitats and species. Today FFI is active in over 45 countries.

FFI in the United States

Fauna & Flora International, Inc. (FFI, Inc.), headquartered in Washington, DC, was formed in the United States in 1981 as a non-profit organization under Section 501(c)(3) of the Internal Revenue Code, for "charitable, scientific and educational purposes, including the conservation and sustainable management of biodiversity throughout the world and in particular as it supports the international program of work of Fauna & Flora International, a registered non-profit charitable organization founded in 1903 in the United Kingdom sharing the same conservation mission."

THE OPPORTUNITY: Executive Assistant

The Executive Assistant will provide administrative support to FFI's Executive Director (ED) in the US and manage the day-to-day functioning of the DC office. This full-time position will be based in the Washington, DC office and will work closely with the Executive Director.

The ideal candidate will be a seasoned executive assistant with demonstrated experience in a professional office supporting senior level executives, Board members and VIPs and a demonstrated ability to exercise good judgment and discretion. Salary is commensurate with experience.

JOB DESCRIPTION

The Executive Assistant reports to the ED, while coordinating closely with other senior staff as required. Key responsibilities of this position include:

- Provide direct administrative support to the ED including scheduling, managing electronic contacts, correspondence, assistance in preparations for presentations, files and records maintenance;

- Maintain communications and document flow between ED and staff including signature file for timely signing and mailing of donor acknowledgments, checks and other documents requiring ED signature;
- Manage all details of complex travel schedule including booking flights, accommodations, transportation options, appointments and itinerary production as well as visa applications and other details for international travel;
- Compile and submit ED's monthly expense reports and credit card receipts;
- Provide support to ED in relation to Board interactions including coordinating calls, producing materials, correspondence, research, act as point of contact for Board members; while often handling details of a highly confidential nature;
- Perform duties of a Board secretary including taking comprehensive minutes for semi-annual meetings of FFI Board of Directors and other duties as determined by the ED and Board.
- Provide logistical and detailed planning and support for semi-annual Board meetings and donor events including production of Board binders;
- Manage day-to-day operations of DC office including welcoming visitors to the office and fielding all incoming phone calls, tracking and ordering of supplies, making bank deposits, mailing correspondence;
- Maintain visual organization and physical appearance of the office,
- Dissemination of incoming paperwork (including grant awards and donations) to appropriate team members;
- Other special projects and support to the ED as required.

Duties and team responsibilities may be altered, reasonably added or delegated from time to time to reflect changes within the organization's activities and structure.

QUALIFICATIONS:

This position requires the individual to work as part of an entrepreneurial, close-knit US team that is geared towards efficiency and service delivery to FFI teams and partners worldwide. This is an essential position providing a central contact point in the FFI US office to the US team, Board, field staff and outside contacts that requires a high degree of organizational skill, creativity, flexibility and humor.

We seek a professional with the following characteristics:

- Highly organized and able to keep track of many details and comfortable managing multiple tasks and projects with autonomy;
- Advanced computer and internet skills; proficiency in MS Office: Word, Excel, PowerPoint, Outlook, Adobe;
- Knowledgeable regarding IT equipment and functions;
- Familiarity with Salesforce, GiftWorks or other CRM system desirable;
- Excellent composition, grammar and proofreading skills with the ability to compose professional correspondence;
- Must be able to effectively communicate with all levels of the organization and a wide variety of internal and external contacts;

- Must be highly motivated and efficient while maintaining tact and discretion as a representative of FFI to donors, board members, collaborators and other external contacts;
- High integrity and professionalism working across cultures, and ability to work as part of a small team locally, and decentralized teams globally.

APPLICATION PROCESS

Qualified candidates are encouraged to submit a letter of interest, résumé and writing sample such as professional correspondence electronically to FFIUS@fauna-flora.org indicating Executive Assistant on the subject line by August 1, 2014. Only short-listed candidates will be contacted. Regrettably, if you do not hear from us within four weeks of the closing date, please assume that you have not been successful on this occasion.

FFI values diversity and is committed to equality of opportunity.