



Senior Executive Associate Job Description

Organization

Wallin Education Partners (Wallin EP) is a college completion program which focuses on ensuring post-secondary success for underrepresented Minnesota students. Wallin EP has a rich history and a proven model which results in some of the highest college graduation rates in the country. The impact of our program is an exceptionally high graduation rate (90% or higher), less debt for graduates, diverse talent for our community, and maximum impact for our donors. In 2019, Wallin Education Partners received national recognition by being named the Scholarship Provider of the Year by National Scholarship Providers Association.

Position description

This newly created role will be critical to the effectiveness of the organization as we grow to serve additional scholars and expand with new initiatives. The Senior Executive Associate is responsible for providing support to the Executive Director and Deputy Director in a wide variety of tasks. The person in this role will serve as the link between the executives and the Board of Trustees, donors, and partner organizations. The candidate should be excited about the mission of Wallin Education Partners and ready to meet the demands of our growing organization. The Senior Executive Associate must have impeccable organizational skills and proven success in a role requiring managing multiple projects with multiple constituencies.

Essential Job Function

Senior Executive Associate will manage key communication for the organization's executives and will be responsible for special projects as needed. This role will manage communication, scheduling, and document support to the board of trustees under the direction of the Executive Director including maintenance of policy, procedure, and governance documents. Working closely with executives, the person in this role will help prepare for key donor partner meetings and will support new strategic partnership efforts.

Detail:

- Maintain schedule of Executive Director and organize multiple projects to ensure smooth operations of the organization
- Organize and prepare documentation for quarterly board meetings and all committee meetings including development of summary notes for all meetings.
- Organize and facilitate monthly staff meetings and management of professional development activity throughout the year
- Oversee office lease and communication with landlord
- Support the executives in preparation for key meetings which may include gathering scholar data or program outcomes and research on prospective partners when needed
- Produce professional-quality reports and presentations
- Develop and carry out an efficient documentation and filing system for both paper and electronic records

Education:

BS degree preferred, Associate's Degree with five to ten years of experience in project management.

Experience:

- Excellent communication and relationship management skills.
- Ability to manage multiple projects with competing deadlines.
- Proven ability to manage complex projects with unwavering attention to detail
- Current in today's office technology such as Microsoft Office 365 and Zoom
- Experience working with communication and design tools such as Constant Contact, Adobe, and Canva
- High level of competence in verbal and written communications skills
- Discretion with personal and confidential information
- Excellent interpersonal skills
- Superior collaboration skills, including proven ability to work effectively with multiple stakeholders.

Compensation

Salary commensurate with experience. Excellent benefits (complete health, dental, life, long-term disability insurance, 401(k) retirement plan and generous paid time off program).

To apply, please submit a cover letter and resume to Stela Center at stela.center@wallinpartners.org.