



SCDAA Senior Executive Assistant Position Announcement

Summary

The Sickle Cell Disease Association of America's (SCDAA) mission is to advocate for people affected by sickle cell conditions and empower community-based organizations to maximize quality of life and raise public consciousness while advancing the search for a universal cure.

Toward this goal, SCDAA is seeking a highly skilled, mission focused, enthusiastic, and committed professional for the role of Senior Executive Assistant to the President and Chief Executive Officer (CEO). The Senior Executive Assistant supports organizational excellence by creating, implementing, and sustaining systems that accelerate the mission driven efforts of SCDAA. This position requires the individual to take "ownership" of the role to ensure prompt communication to Board members, stakeholders, those living with sickle cell disease and their caregivers, corporate partners, donors, and advocates. This position is currently remote with some in-person attendance required but will transition back to in-person in the future.

Job Responsibilities

- Serve as primary point of contact between the President and Chief Executive Officer and internal/external staff, SCDAA Board of Directors, members, and a range of stakeholders
- Demonstrated ability to prepare correspondence and presentation materials using Office365, Word and other Microsoft products. Produce high quality, complex, reports, presentations, and briefing documents
- Answer the telephone, screen all calls, and forward them to appropriate staff. Handle requests, queries, and feedback professionally and in a timely manner
- Coordinate travel arrangements
- Manage the President's calendar. Schedule conference calls, e-meetings, and appointments, ensuring there are no scheduling conflicts or overlapping meetings
- Develop, schedule, and maintain a centralized corporate calendar of all conferences, staff meetings, holidays, vacations, and events
- Develop, carry out, and maintain an efficient documentation and filing system for both paper and electronic records
- Implement and maintain standard operating procedures and office administrative systems
- Interact with SCDAA staff, as well as with a variety of constituents including patients, advocates, donors, Board members, member organizations, and pharmaceutical industry leaders
- Sort, scan, and prioritize mail, including donations and checks. Ensure all mail and/or deliveries are handled daily in a timely manner

- Handle confidential information with utmost discretion and confidentiality
- Be able to work independently, as well as collaboratively with other team members
- Assist with special projects (i.e., National Convention, Walkathon), and organize company events and meetings; attend as required.
- Order and manage office supplies and the maintenance schedules of office equipment, and facility needs
- Serve as the primary contact for select vendors. Procure estimates and pricing, make purchases, as well as troubleshoot issues as needed

Meeting Management

- Schedule and support Board of Directors, Medical Advisory Committee, and SCDA team meetings and any other meetings convened by the President/CEO
- Coordinate conference calls and/or virtual meetings; secure meeting minutes, troubleshoot/resolve access issues among participants
- Organize and manage Board communication, including but not limited to memos, agendas, meeting materials, presentations, and agendas. Ensure they are uploaded to the Board software
 - Support the planning, execution, and follow-up from the annual Board of Directors retreat and the Board meetings of the annual Convention

Stakeholder Engagement & Communications

- Draft and/or copy-edit letters and other communications to various stakeholder groups

Qualifications

- 5+ years' demonstrated experience as a Senior Executive Assistant supporting a Senior Executive.
- Proficient working in a fast-paced environment, either in-person or virtual
- Bachelors' degree
- Full knowledge of Office 365 products; Adobe Professional Software; Excel, and Microsoft Office programs, spreadsheets, databases, and e-conferencing software (i.e., Zoom and Teams)
- Able to work independently, meet deadlines, and follow-through on daily tasks and projects
- Strong oral and written communications skills and the ability to interact with all levels of management
- Excellent organizational, decision-making, and prioritizing ability
- Must be proactive, detail-oriented and strive for excellence daily
- Experience working in a non-profit organization preferred
- Must be a team-oriented, collaborative, enthusiastic individual
- Ability to stay calm and on-task in high stress, deadline driven situations
- Some evening and weekend availability required

Qualified candidates must:

- Complete writing and position assignments
- Be able to clear a background check

**Salary commensurate with experience plus excellent benefits.

Individuals with demonstrated Senior Executive Assistant experience should forward their resume, cover letter, and a recent writing sample to Info@sicklecelldisease.org and put "EA Submission" in the subject line.