

Montgomery Housing Partnership (MHP) is seeking a **full-time Executive Assistant to the President**. The Executive Assistant supports the President and liaises on his/her behalf with the MHP Board of Directors and Management Team and provides secretarial and administrative assistance to the President, as well as the Advancement Team. This position reports directly to the President.

Who we are: MHP is an active and growing nonprofit organization, founded in 1989, that develops, acquires, rehabilitates, and builds quality homes to meet the growing need for affordable housing in Montgomery County and neighboring communities. MHP's community-based projects and programs include providing affordable rents, developing educational programs for residents to develop skills that expand their opportunities and balance their lives, and implementing neighborhood revitalization efforts in communities impacted by economic challenges and mass transit construction.

Primary Responsibilities:

- Serves as liaison between staff and the President and provides follow-up on various matters related to the day-to-day operations of office. Provides support and assistance to management staff on matters as specified by the President.
- Screens telephone calls and visitors, and using knowledge of policies, procedures, and operations, provides answers within scope of responsibility, or refers to the appropriate staff member for an answer. Interfaces with various high-level officials or partners on behalf of the President.
- Keeps calendar for the President, and with the knowledge of the President's priorities and commitments, independently schedules appointments, meetings, and attendance at conferences. Arranges necessary travel reservations and itineraries. Anticipates and prepares background materials.
- Attends and prepares minutes for all regular Board of Directors meetings; coordinates activities and meetings between the Board, staff, and contractors/consultants; maintains and disseminates official records and transcripts of Board meetings; monitors potential administrative problems and issues for the Board and provides background research for Board information and action; plans Board social meeting events as needed.
- Prepares special and recurring reports for the President. Researches, analyzes, and summarizes information from a variety of appropriate sources.
- Opens President's USPS mail received from Office Administrator and reviews email to determine level of priority, as well as alerts President of items needing immediate attention. Sorts email into preset folders respectively. Composes correspondence for review and signature of the President.
- Prepares or directs preparation of notices, manuals, reports, and correspondence with all supporting documentation. At the request of the President, may be responsible for planning and coordinating presentations, disseminating information, and organizing company-wide events.
- Provides administrative support to the Director of Advancement.
- Supports the Advancement department with back-up donor database management, correspondence, donor acknowledgement letters, and other administrative tasks.
- Supports, and sometimes manages, all Advancement events, such as ribbon cuttings, golf tournament, benefit breakfast, etc.

- Performs other related tasks and duties as assigned by the President or Director of Advancement.

Qualifications and Skills:

- Bachelor's degree with at least two (2) years of progressively responsible experience as an Executive or Administrative Assistant; or an equivalent combination of education, experience and/or training.
- Proficiency with MS Office Suite (Outlook, Word, Excel, PowerPoint, SharePoint). Database experience is preferred.
- Demonstrated interpersonal skills to handle sensitive and confidential situations requiring poise, tact and diplomacy.
- Ability to interact and communicate professionally with individuals at all levels of the organization.
- Excellent command of English language, with strong writing, proofreading, and editing skills.
- Ability to be a self-starter, detail orientated, well organized, and a reliable team player.
- Strong attention to detail with ability to establish priorities and meet deadlines.
- Ability to work in a fast-paced environment and juggle multiple competing tasks and demands.

Compensation: Salary will be based on applicable experience.

Application Process: To apply, please submit your resume and cover letter, with salary requirements/range, to: hrjobs@marcumllp.com. Please include the job title "Executive Assistant-MHP" in the subject line of your email. Your cover letter should include your interest in MHP's mission, highlight your qualifications, clearly summarize your experience in the primary responsibilities for this position and provide an actual salary requirement or range. Only complete submissions (resume, cover letter and salary requirements/range) will be considered.