



Job Framework

Job Title: Executive Assistant

Location: Washington, D.C.

Reports to: President, MSI US and VP Partnerships & Philanthropy

The Function

MSI United States (MSI US) promotes and supports the mission of MSI Reproductive Choices to provide sexual and reproductive healthcare to millions of underserved women around the world. MSI US works to advance international reproductive health and rights within this context and raises funds for programs in Africa, Asia, and Latin America. This position's primary responsibilities will be to further the MSI US mission as the Executive Assistant to the President, MSI US and VP Partnerships & Philanthropy.

The Role

MSI US is seeking an experienced, solution focused, and dynamic professional to fulfil the Executive Assistant function for a non-profit team based in Washington, DC. He/she supports the President, MSI US and VP Partnerships & Philanthropy, who is responsible for managing an international team and delivering MSI's global funding goals.

The successful candidate will closely support the President's leadership of the global department, and her engagement with US and international donors and stakeholders. S/he will handle duties such as scheduling, calendar management, travel planning, expense reconciliation, donor research, and data entry. Sh/e will have a close overview of the various projects and workstreams that are under the President's leadership and will support the timely delivery and tracking of project progress.

S/he will also lead the co-ordination of the President's reporting and executive responsibilities: ensuring she is ideally positioned to represent MSI and the P&P Department at all times – internally and externally.

The position is based in the Washington, DC offices of MSI US with some telework flexibility in the role.

Key Responsibilities

- Assist the President with daily/weekly schedules and advance planning, including time and calendar management, preparation for meetings, travel etc. (planning logistics and itineraries, developing agendas and coordinating with other teams to ensure briefing materials and available; prepare meeting materials, reconcile expenses, etc.)
- Plan and coordinate travel and itineraries (travel itineraries, air and ground transportation, and hotels etc.) as needed for President.
- Assist the President in project work flow management – understanding the various projects in play at any point, tracking progress and deadlines and prioritizing accordingly.
- Support the President and Executive Officer with preparations for Board & ET level meetings, including compilation and collation of Department wide dashboard, materials and reports, technical support during the meeting, and as needed with note taking.
- Support the development and operations team as needed when work objectives and deadlines require an "all hands on deck" response from the team.



- Staff the President in duties related to donor relationship management and communications. Maintain donor contact and stewardship records in the development operations CRM system.
- Support the President in actively drawing together teams based in different countries, in particular ensuring we exemplify consideration and respect around our colleague's different languages, cultures, time zones and holidays etc.

Experience

- Minimum three (3) years of senior administrative work for executive level personnel.
- Prior experience with an international non-profit highly desired, with experience of working across different time zones and cultures.

Qualifications

- Strategic thinker who is adept at multitasking in a fast-paced environment, able to plan, prioritize, and organize individual and group activities and processes.
- Ability to respect confidentiality and handle personal data with integrity.
- High degree of maturity, emotional intelligence, honesty, sophistication, and the ability to cultivate these qualities in others.
- Highly organized and computer literate; must enjoy working in a team environment and where everyone chips in to ensure team success.
- Confident communicator who is comfortable with data bases, budget monitoring, writes and thinks clearly.
- Must be able to work independently with minimal routine supervision, both remotely and in an office environment.
- Must demonstrate passion for our mission and MSI values of courage, accountability, and client-centred responsiveness.
- Bachelor's degree.

Personal Attributes

MSI exists to empower women and men to have children by choice, not chance. We are pro-choice and believe it is a woman's right to choose if, when, and how many children to have. Qualified candidates for this position will unwaveringly support and embrace our belief and mission. Our dedicated professionals are enthusiastic, empathetic and positive. They thrive in an atmosphere of dynamic challenges in their work, are personally motivated to succeed, and enjoy being part of a global team working to make a difference in women's lives around the world. Confident, resourceful, and action-oriented, our people are focused on delivering high-impact programs in collaboration with our donors to ensure our clients around the world receive the highest quality of services.

Team Member Benefits

MSI United States is an equal opportunity employer and offers a competitive salary and employee benefits, including 5 weeks annual leave, paid medical and maternity leave, employer paid medical benefits, and 403(b) retirement plan contribution. We support a work-life balance and an individual's desire to learn beyond the experience gained at work through both personal and professional development and growth opportunities.



MSI US recognizes that it is essential to provide equal opportunities to all persons without discrimination in all aspects of employment, including recruiting new team members. We are committed to act fairly and prevent discrimination on the basis of sex, race, marital status, sexual orientation, gender identity, beliefs or any other irrelevant factor.

How to apply

Please send your resume along with a cover letter to msi-us@msichoices.org with the subject line: HR: Executive Assistant - (insert your name).

For more information about MSI United States, please visit our website at www.msiunitedstates.org