



[www.friendsofcaringsolutions.com](http://www.friendsofcaringsolutions.com)

## ***Executive Assistant***

The Executive Assistant will assist the Executive Team of Caring Solutions. This will include donor administration, office administration, and event administration. The position plays a key role in anticipating the needs of the Executive Director as well as making sure our partners are communicated with and taken care of. The position is heavy part-time and will work from the Macon office.

### **Main Executive Assistant Job Responsibilities:**

- Highly detailed and organized project management and execution
- Assistance and pre-planning for Executive Director
- Maintenance of donor database, tracking and compiling data related to funding streams
- Administration of the donor care plan through weekly communication assignments
- Administrative coordination for special events
- Schedule meetings and speaking engagements for the executive team

### **Qualifications:**

- Passionately aligned with the mission and vision of Caring Solutions
- Excellent communication skills, both verbal and written
- Comfortable interacting with donors and other members of the public
- Strong organizational and administrative skills
- Proficient in Microsoft Office (specifically Power Point, Word, Excel, and Publisher)
- Comfortable with navigating database produced statistics and electronic systems
- Self-motivated, able to multitask and goal focused
- Able to work well in a team environment
- Intuitive wiring to anticipate needs

**Please submit cover letter and resume to:**  
[info@caringsolutionspc.com](mailto:info@caringsolutionspc.com)