

Executive Administrator



About Breakthrough Collaborative

Breakthrough Collaborative is a national leader in educational equity. The Breakthrough model provides college preparation support for students from under-resourced communities – starting in the critical middle school years – and prepares the next generation of diverse leaders with training to advance in the field of education.

With over 40 years of experience and a network of over 40,000 alumni, Breakthrough operates in 24 communities across the country and serves 10,000 students and 1,200 Teaching Fellows annually. To learn more about Breakthrough and our current initiatives, please visit our [website](#).

Educational equity is central to Breakthrough’s mission and equity is one of our organization’s core values. We are committed to intentionally creating diverse communities and work to ensure that all identities – particularly Black, Indigenous, People of Color, and those that have been historically marginalized – are represented and supported. As a collective of community-based organizations, we strive to see the identities of the communities we serve reflected across all levels of the organization.

The Opportunity

Breakthrough is seeking an experienced Executive Administrator to support the Chief Executive Officer (CEO) and members of the executive leadership team. In this new and highly collaborative role, the Executive Administrator will be responsible for providing sophisticated support services within our largely virtual organization. This is an exciting opportunity to make an immediate impact while deepening skills at a growing national nonprofit. We are looking for a teammate who is passionate about Breakthrough’s work, can manage the details while keeping the big picture in mind, and motivated by collaboration.

This is a full-time remote position that reports to the Chief Executive Officer (CEO).

Responsibilities

CEO & Leadership Team Support

- Provide a range of support services to the CEO that ensure strong communications and responsiveness across key internal and external stakeholders

- Manage sophisticated calendars and travel logistics for CEO and executive leadership; prioritize requests and inquiries, make judgements and recommendations
- Communicate and coordinate with other members of the team to anticipate and resolve challenges to ensure smooth and aligned operations
- Provide efficient administrative support to the executive leadership team for priority projects; conduct research and analysis on issues of interest
- Support, prepare, and edit tactical and strategic communications including correspondence, presentations, reports and memos
- Collaborate with National Office Staff to assist in other administrative tasks as needed

Board Management & Stewardship

- In collaboration with other board and staff leadership, maintain board and committee rosters, policy handbook, calendars, listservs, and other key documents and processes
- Support committee chairs and staff leads in coordinating and executing board committee meetings, including scheduling; developing packets, pre-reads, and decks; taking minutes and notes
- Provide the logistical coordination and execution of in-person and virtual board meetings
- Serve as the first point of contact for administrative board requests; respond and route appropriate

External Relations

- Prepare and edit communications in partnership with the Development & Communications Team
- Support CEO social media presence
- Provide outreach support to a diverse network of supporters
- Stay abreast of and understand key messaging to constituents through a variety of channels (email, social media, etc.)

Learning, Collaboration & Leadership

- Grow and nurture relationships with internal and external stakeholders at all levels of the organization
- Engage in learning and community experiences and present at Breakthrough meetings, trainings, and conferences (virtually and in-person)

Qualifications

Members of our team bring relevant experience, knowledge, and skills, as well as a commitment to our shared values and norms. While no one individual will possess all of the desired qualifications,

and we are willing to provide on-the-job training, we are looking for a candidate who possesses the appropriate and necessary blend of the following:

Educational & Work Experience

- Bachelor's degree required
- At least 3 years of administrative and/or executive support experience
- Experience working as a member of a remote and geographically dispersed team and across time zones

Skills

- Strong customer service orientation with a demonstrated track record of exercising a high degree of diplomacy, discretion, agility, and problem-solving skills
- Proactive communicator with strong written and verbal communication skills
- Exceptional attention to detail and ability to navigate complicated systems and processes
- Strong interpersonal skills and ability to work collaboratively across all levels of the organization
- Highly organized with strong planning and time management skills; ability to prioritize multiple concurrent tasks
- Proficiency with a variety of systems including Google suite, Zoom, Box.com, Salesforce, Asana or other project management platforms
- Enthusiasm and willingness to learn about all areas of Breakthrough
- Ability to travel locally and nationally several times each year (*business travel is slowly resuming, pending public health considerations*)

Values

- Deep commitment to educational equity and Breakthrough's mission
- Commitment to building community and growing relationships virtually as a member of a remote team
- Eagerness to learn and grow with the organization

Our Team

The Executive Administrator is a member of Breakthrough's National (headquarters) team of approximately 20 people. The National Office supports the work of Breakthrough's affiliates and works in service of our mission. The National Office provides leadership, resources, and support in the core areas of program development, standards, evaluation, affiliate capacity building, professional development, brand management, and fundraising.

The National Office is located in the Bay Area, California. Our team has been largely remote for several years and staff are located throughout the continental U.S. Our team convenes in-person several times per year. *(Business travel is slowly resuming, pending public health considerations.)*

Compensation & Benefits

The salary range for this position is commensurate with experience and expertise. We offer competitive health benefits, a 401k retirement contribution, and a generous paid time-off policy. Most importantly, we offer the opportunity to work with and learn from an amazing group of mission-driven professionals!

To Apply

Please submit a thoughtful cover letter and resume that outlines how your skills and experiences meet the qualifications of the position through this URL: <https://breakthrough.tfaforms.net/306546>.

Applications will be reviewed on a rolling basis, with preference given to candidates submitting applications by **Friday, February 4, 2022**. The hiring process typically takes four to six weeks. We hope to begin the onboarding process for our new colleague in March.