

Fostering an Equitable, Engaged, Empowered Community



CAREER OPPORTUNITY:

Executive Assistant

Position Posted: 1/16/2026	Application Deadline: 1/30/2026
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- To apply, please send a cover letter and resume to careers@unitedwaydm.org
- For more organizational information, please visit www.unitedwaydm.org

Organizational Summary

For more than a century, United Way of Central Iowa (UWCI) has played a unique role in bringing together people and organizations from every corner of central Iowa to create and implement initiatives that address the community's most pressing needs. UWCI has purposely leaned into its expertise and has sought out the expertise of others in the community to ensure lasting impact. Growth and adaptation plus tried-and-true strategies are helping the organization to dig deep and foster an equitable, engaged, and empowered community.

Today, UWCI has 53 employees and approximately \$35 million in net assets and is dedicated to authentically engaging nonprofits, businesses, elected officials, community leaders, and those with lived experiences to collaborate and implement long-lasting solutions. UWCI remains committed to building upon its work to eliminate barriers and challenges for all central Iowans. Our overall strategy – United to Thrive – creates an imperative that all individuals in the community should not just survive but thrive. The United to Thrive five focus areas include Essential Needs, Early Childhood Success, Education Success, Economic Opportunity, and Health and Well-Being. See the link above for more information about our organization.

Position Summary

The Executive Assistant supports and advances United Way's mission of improving lives by providing professional administrative support to the Chief Community Impact Officer and the Chief Equity and Talent Officer in order to meet organizational goals in the priority areas of United to Thrive—essential needs, early childhood success, education success, economic opportunity, health and well-being with equity at the center of all of these areas as well as in talent development areas.

The Executive Assistant will deliver a full range of administrative services with excellence in their customer service approach, in their delivery of work outcomes, capacity to multitask effectively and with impact, and to assist with synthesizing complex information into cohesive and visually engaging presentations, outlines, etc. In consultation

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with the two Chief Officers, this position will make key decisions about planning projects and initiatives, organizing and scheduling as well as other significant impact areas related to the work and leadership of the two Chief Officers. Utilizing a high level of confidentiality, professional discretion, and sound judgment is required to resolve problems and make recommendations for solutions and actions. Assignments can be non-routine and of a complex nature.

We offer a full benefits package and a hybrid work schedule of three days in the office and two days remote after 90 calendar days of employment for this full-time position. The starting salary range is \$55,000 - \$62,000 depending on relevant experience. We're committed to building an inclusive team; we invite candidates of all backgrounds to apply.

Essential Accountabilities Include (but not limited to):

- Provides confidential and professional administrative support to the Chief Officers in a manner that enhances their effectiveness and efficiency within their roles.
- Coordinates general administrative duties including calendars, meeting coordination, taking meeting minutes, travel arrangements, incoming and outgoing calls, correspondence and other communications in a manner that respects the confidentiality of the communication.
- Maintains an appropriate and clear line of communication with the Chief Officers on a regularly scheduled basis to discuss upcoming presentations, meetings, projects, travel plans, mail, invitations, and other time-sensitive topics.
- Uses organizational knowledge and managers' preferences to guide decision-making and a high level of customer service.
- Anticipates and identifies any issues, conflicts and challenging situations and proactively resolves them in a timely manner that aligns with the preferences of the Chief Officers.
- Communicates in a timely and appropriate manner with executive volunteers and other leaders at United Way of Central Iowa.
- Creates and enhances ad hoc reports and presentations including synthesizing and organizing relevant background material and data from both internal and external sources as needed at the direction of the Chief Officers.
- Maintains an organized and efficient electronic and paper file management system.
- Provides staff support for applicable departmental meetings, initiatives, and teams as requested. This includes distributing minutes and meeting materials via an electronic portal and file maintenance. With the approval and direction of the two Chief Officers, additional administrative support may periodically be requested for the CI Sr. Officers and HR Director.
- Ensures a high level of confidentiality, professional discretion, proper handling, and safeguarding of classified, confidential, private and sensitive information and communications.
- Assists with events and significant projects for the two Chief Officers' departments and is available to help provide support to other departments cross-functionally if needed and approved by the two Chief Officers.
- Collaborates cross-functionally with other staff and external committees as needed to assist with monitoring the status of relevant work projects/initiatives within the two departments to ensure timely completion.
- Performs other administrative duties as assigned.

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- Aligns behavior and work with UWCI's Code of Ethics and Organizational Values.

Competencies Required:

- **Relationship Building:** Ability to establish and maintain rapport, trust, connection and strong professional relationships with community members, stakeholders, and coworkers.
- **Equity Understanding:** Ability to incorporate the organization's equity strategies into areas of accountability.
- **Mission-focused:** Ability to empathize with and understand the organization's mission of improving lives in the community.
- **Consensus Building:** Strengths in capabilities and willingness to interact with others from diverse backgrounds and populations resulting in group solidarity for an agreement or solution.
- **Communication skills – Verbal:** Ability to send professional, tactful, and appropriate verbal messages and listen thoughtfully to others' response in order to convey key information.
- **Communication – Written:** Ability to write concise and articulate letters, reports, articles, or emails including proof reading and editing work.
- **Accurate:** Ability to produce error-free work and consistently meet high quality objectives.
- **Adaptability:** Ability to adapt to changing workplace conditions.
- **Customer Oriented:** Ability to serve staff and clients (both external and internal) by focusing on addressing their needs and concerns and seeking to build trust and cultivate strong interpersonal connections that reflect positively on the organization.
- **Initiative:** Ability to proactively take steps to resolve or settle an issue effectively and appropriately.
- **Organized:** Ability to efficiently and effectively multi-task and be strategic, methodical, and impactful in work outcomes.
- **Time management:** Ability to effectively use available time for the completion of necessary job tasks.
- **Project Management:** Ability to view a project or another body of work comprehensively and then break it down through the ability to plan, organize, direct and control tasks to meet specific goals.
- **Tactful and Diplomatic–** Demonstrates a high level of respect, empathy, kindness, and consideration and outstanding interpersonal skills in individual and team settings with a wide-range of individuals who have diverse backgrounds, experiences, and perspectives.
- **Decision Making:** Ability to comprehensively evaluate information and select an effective and suitable course of action using sound judgment to produce strong outcomes.
- **Autonomy:** Self-directed and self-motivated in completing work responsibilities with little or no oversight.
- **Problem solving:** Ability to recognize diverse courses of action that can be taken to handle problems or potential problems and apply contingency plans to solve those problems as needed.

Education:

- AA degree or higher in related content areas for Community Impact and Equity and Talent areas. Additional years of experience can be considered in lieu of some education.

Experience:/Requirements:

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- Minimum 5-7 years of experience in administrative support with at least 3 years of experience in executive level support.
- Experience working with non-profit organizations as an employee, board member, volunteer, and/or as an individual with lived experience
- Solid knowledge base and understanding of human services systems, community building and equity principles strongly preferred.
- Familiarity with office equipment including using large printers for multiple copies and software applications that enhance communications with several individuals.
- Proven experience in building positive relationships and communicating appropriately with a variety of stakeholders both within and outside of an organization.
- Proficient skills in Outlook, Excel, Word, PowerPoint and Teams.

United Way is an equal opportunity organization and all qualified applicants for employment or contract assignments will receive consideration for employment without regard to race, religion, skin color, gender, national origin, ethnicity, sexual orientation, gender identity, physical or mental abilities, genetic information, pregnancy, disability, age, family or marital status, veteran status or other characteristic protected by applicable. United Way of Central Iowa will consider qualified candidates with criminal histories in a manner consistent with the role requirements and any applicable local, state, and Federal law. If you are a job seeker with a disability, or are assisting someone with a disability, and require accessibility assistance or accommodation to apply for one of our jobs, please call 515-246-6516.