



## Executive Assistant to the CEO and Executive Director

### **About Ummeed:**

India has over 50 million children with disabilities under the age of 15. With access to appropriate health, intervention, education, recreation and livelihood services they can be supported to become productive members of the society. Today most of them have limited or no access to relevant knowledge and services as the number of organizations and professionals in the space are inadequate to meet the need.

Ummeed, a premier non-profit organization for children with disabilities in India, was founded in 2001 by Dr. Vibha Krishnamurthy, a developmental pediatrician. Ummeed supports children with developmental disabilities to reach their full potential and be included in society by providing family-centered care to children with developmental disabilities and their families.

As an organization with a workforce of over 90 committed professionals, Ummeed's transdisciplinary approach works towards:

- Supporting children in overcoming their disabilities through direct clinical services and helping families in their journey towards acceptance and empowerment
- Building a network of trained professionals and community workers who can prevent, diagnose, and manage developmental disabilities effectively
- Changing societal attitudes so that children with disabilities can be meaningful and productive members in it

### **About "the position" at Ummeed:**

The Executive Assistant will provide executive support to Ummeed's CEO and Executive Director.

Reporting directly to these two key leaders, the Executive Assistant's role will be to serve as the primary point of contact on behalf of them to internal and external stakeholders, serve as a liaison to the senior management team and board of directors, organize and coordinate their internal and external communications and outreach, and where relevant, oversee special projects.

The Executive Assistant must be creative and enjoy working with a team that is passionate and mission-driven. He/ she must have strong written and verbal communication, be able to exercise good judgment in a variety of situations, maintain a realistic balance amongst multiple priorities, have strong administrative and organizational skills, be able to work under pressure, and handle confidential matters with discretion.

### **Primary Responsibilities:**

#### Executive Support

- Handle a broad variety of administrative tasks for the CEO and Executive Director including managing the calendar of appointments, filling up time-sheets, completing expense reports, managing meeting agendas, arranging travel plans and documents.
- Work closely and effectively with the CEO and Executive Director to keep them well informed of upcoming commitments and responsibilities, following up appropriately.
- Prioritize conflicting needs, handle matters expeditiously and proactively, and follow-through on action items/projects to successful completion within timelines.
- Draft acknowledgement letters, personal correspondence, and other tasks that facilitate the CEO and Executive Director's ability to effectively lead the company.

- Demonstrate leadership by building relationships crucial to the success of the organization. If required, manage some special projects for the CEO and Executive Director.

#### Senior Management and Board Liaison

- Assist in scheduling senior management team meetings and off-sites, board meetings, all staff meetings.
- Participate as an adjunct member of the Executive Team including assisting in creating and circulating the agenda, attending key meetings, documenting and circulating minutes, and following up on action items.
- Assist board members with travel arrangements for board meetings and other needed support.
- Adhere to compliance with applicable rules and regulations regarding board and other matters.
- Maintain discretion and confidentiality in relationships with all board members and senior team members.
- Demonstrate leadership to maintain credibility, trust and support.

#### Communications, Partnerships, and Outreach

- Compose and prepare correspondence, sometimes of a confidential nature.
- Edit and complete first drafts for written communications to internal and external stake holders.
- Prioritize and follow up on incoming requests and correspondence addressed to the CEO and Executive Director, including those of a sensitive or confidential nature. Determine appropriate course of action, referral, or response.

#### Strategic Initiatives

- Follow up on contacts made by the CEO and Executive Director and support the cultivation of ongoing relationships.

#### **Minimum Qualifications:**

Undergraduate or post graduate with 3 to 5 years of experience. Some past experience in the non-profit space, and/or in supporting C-level executives will be of advantage.

#### **Essentials Skills Required:**

1. Excellent written and oral communication skills
2. Excellent organizing, time management, and prioritizing skills, that reflect ability to prioritize and perform multiple tasks seamlessly and with attention
3. Strong interpersonal skills with ability to build relationships at multiple levels (e.g., senior management, board members, donors, external partners, junior team members)
4. Ability to problem solve
5. Emotional maturity
6. Ability to handle and maintain confidential information
7. Ability to work on own initiative and within timelines
8. Team player – ability to work with diverse team members with different working styles
9. Excellent MS Office skills and ability to handle social media platforms

**Reporting to:** The Founder, Executive Director and the CEO (line reporting to the CEO)

#### **Others:**

This is a full time office-based role (40 hours per week). Salary will be commensurate with qualifications and experience.

We encourage parents of children with disabilities to apply.

*Candidates meeting the criteria may email their updated resumes to [careers@ummeed.org](mailto:careers@ummeed.org).*