



Executive Assistant to the CEO

JOB SUMMARY

The Executive Assistant to the CEO is a **rare blend of strategic partner, operational engine, and cultural steward**. This person sits at the intersection of executive leadership and the **heartbeat of the organization**—keeping the CEO effective, the team supported, and the mission moving forward.

This role requires someone who **leads with initiative**, is **highly detail-oriented**, **thinks several steps ahead**, **has high emotional intelligence**, **handles complexity with grace**, and **genuinely cares about people, staff and donors alike**. The ideal candidate brings both operational excellence and a deep commitment to Axis' Christ-centered mission.

JOB DETAILS

Job Title: Executive Assistant to the CEO

Status: Full-time exempt

Department: Project Management

Reports To: HR Generalist

Serves On: Project Management Team

Location: Hybrid – 3 required in-office days per week at our Colorado Springs office with the flexibility to work remotely the remaining days

Summary of Benefits: Health insurance option (with voluntary dental/vision available), 20 days of PTO, 3% retirement 403B match option

Travel: Minimal travel required; occasional team retreats or organizational events may apply

Salary Range: \$50-60K, depending on skills and experience

KEY RESPONSIBILITIES

- Serve as a **proactive strategic partner** to the CEO, **managing schedules, communications, and priorities with anticipation and discretion**
- Schedule **meetings with all external stakeholders**, responding to all emails within 24 business hours with a **high degree of professionalism and hospitality**
- Serve as a **warm first point of contact for high value external relationships**
- Draft and edit **mass external communications** to donor portfolio
- Prepare **board materials, agendas, and follow-through documentation**; upload and maintain Board minutes in Zeck
- Support the CEO in **managing a portfolio of major donors**, including correspondence through Virtuous and coordination with the Advancement Team
- Assist with **planning and execution of 2+ Board Meetings annually**
- Support CEO quarterly and annual Rock **planning and goal-setting processes**
- Complete **monthly expense reports** and mileage reimbursement on behalf of the CEO
- Demonstrate **unreasonable hospitality** to donors and staff through **thoughtful experiences and intentional gifts**, including coordination of Mother's Day, Father's Day, Grandparents Day, Christmas gifts, and individualized gifts
- Manage **details** and do **pre-work** for all of CEO's speaking engagements
- Manage subscriptions and memberships
- Be **available to support CEO outside of normal work hours/schedule** (especially while CEO is traveling)



REQUIRED SKILLS & QUALIFICATIONS

- **Bachelor's degree**, preferably in Business Administration, Communications, or a related field OR proven equivalent experience
- 2+ years proven experience providing high-level executive support to senior leadership
- **High emotional intelligence and professionalism**
- **Excellent organizational, time management, and project management skills** with the ability to anticipate needs and proactively solve problems
- **High “say to do” ratio**, strong in executing tasks to completion independently with high attention to detail
- **Skilled communicator** (written, verbal, comfortable sharing with a group)
- Adaptable **problem solver**
- Demonstrated **leadership skills** (including leading laterally and leading up)
- **Strong base understanding of technology** and software solutions (Google Suite, Microsoft Suite, Slack, Monday.com, etc.), **with the ability to easily and independently learn new technologies**
- Must be eligible to work in the United States

PREFERRED SKILLS & QUALIFICATIONS

- Experience in a nonprofit, faith-based, or mission-driven organization strongly preferred
- Experience with donor CRMs (Virtuous, Salesforce, or similar) preferred

The right candidate will naturally bring these strengths to the team:

- **Communicates Effectively** – Conveys information clearly and with empathy, building trust and rapport with staff, donors, and external partners
- **Interpersonal Savvy** – Relates well to all levels of staff and stakeholders, demonstrating kindness, approachability, and strong “people smarts”
- **Detail-Oriented & Reliable** – Anticipates needs, follows through consistently, and ensures accuracy in all work
- **Emotional Intelligence** – Navigates sensitive situations with tact, composure, and empathy, even in high-stakes scenarios
- **Integrity & Ethics** – Demonstrates sound judgment, honesty, and discretion
- **Manages Up** – Confidently supports and influences executives by offering insight, guidance, and solutions
- **Plans & Prioritizes Work** – Balances multiple competing demands by organizing tasks effectively and focusing on what matters most
- **Adaptability** – Maintains flexibility and resilience in the face of change and shifting priorities
- **Executive Presence** – Engages comfortably with senior leaders, providing professional and polished support

PHYSICAL REQUIREMENTS

This position is primarily sedentary and performed in a standard office or home office environment. Essential physical requirements include:

- Prolonged periods of sitting at a desk and working on a computer.
- Frequent use of hands and fingers for typing and operating standard office equipment.
- Ability to communicate clearly via phone, video, and in-person.
- Occasionally required to stand, walk, reach, or bend.
- Occasionally required to lift or carry items up to 25 lbs.





Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions of this role.

This job description is a general outline of the key responsibilities & qualifications of the role at Axis. It may be modified or expanded to meet the evolving needs of the organization.

AXIS STATEMENT OF FAITH

I believe in God, the Father Almighty, creator of Heaven & Earth. I believe in Jesus Christ, God's only Son, our Lord, who was conceived by the Holy Spirit, born of the Virgin Mary, suffered under Pontius Pilate, was crucified, died, & was buried; He descended to the dead. On the third day He rose again; He ascended into heaven, He is seated at the right hand of the Father, & He will come again to judge the living & the dead. I believe in the Holy Spirit, the holy universal church, the communion of saints, the forgiveness of sins, the resurrection of the body, & the life everlasting.

I fully accept the teachings of the traditional Biblical view with regard to the goodness of our sexuality, the importance of chastity, & the place of heterosexual marriage as God's intended context for complete sexual expression to occur (Gen. 2:21-24). I will keep myself from sexual misconduct including disorderly conduct or lewd, indecent, or obscene conduct or expression, involvement with pornography, premarital sex, adultery, homosexual conduct or any other conduct that violates Biblical standards.

HOW TO APPLY

To apply, please email your resume to nancy@axis.org.

Candidates must be authorized to work in the United States.

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BASED ON KEY RESEARCH: PARENTS ARE UNSTOPPABLE (& AXIS REALLY HELPS)

Parents are the Solution • Dr. Christian Smith of Notre Dame: After spending two decades studying the religious & spiritual lives of American adolescents the empirical evidence is clear. No other institution or program comes close to shaping youth religiously as their parents do.

Axis Clearly Helps Parents & 91% of the Total Time Parents Spend with Their Children Happens Before Age 18 • 3rd Party Research Firm Excellence in Giving: 50% of adults who use Axis have conversations with their youth & 60% see positive behavioral change. **CDC, World Bank, & Axis Research:** Calculating waking hours, time in school, & time away from home along with the average life span ... 91%+ of the total time parents will spend with their children happens before the age 18.

