



Loving Venti, LLC. is a consulting practice, specifically focused on small-to-medium sized nonprofits, that fills organizational cracks so that nonprofits can serve to their fullest capacity. We do this by helping nonprofits improve operations, create alignment, and empower their staff/volunteers to fulfill its mission through a people-centered approach.

Executive Assistant

8 hours per week. 80% Remote Position. Milwaukee, WI
(As Loving Venti grows, there might be a possibility for additional hours and/or responsibilities)

The Executive Assistant provides strategic, administrative, and logistical support to the Loving Venti team. The Executive Assistant reports to the CEO.

We are seeking a people-centered Executive Assistant to join our small but growing team.

Essential Duties and Responsibilities:

While repetitive tasks can certainly be part of what we do, the tasks assigned can vary from week to week based on the needs of CEO and the nonprofits in which our team supports. The Executive Assistant needs to be someone who is flexible and willing to handle a variety of projects. This person will must excel in writing and editing, as this position will be responsible for some content creation. They will be responsible to organize, implement, and continuously improve administrative and support processes, systems, and ways of working, including developing/applying best practices. The following tasks are a sampling of what is typically required on a regular basis:

Executive Assistance

- Customer Database Management: Maintains and updates the company's customer relations records, including database entry, mailing lists and project implementation tasks (Insightly, Mailchimp, and Zapier integrations)
- Document organization and processes (Google Docs, Contract Management)
- Manage expense report processing (QuickBooks)
- Purchase: office supplies, marketing materials, etc.
- Calendar Management and Scheduling (Calendry)
- Grants Administrator
 - Maintain grants calendar of multiple projects and nonprofits simultaneously
 - Formats and uploads grant materials into online foundation/grants software and/or hard copy versions.
 - Preparing supporting grant proposal materials and reports
- Providing strategic counsel
- Project Management
- Research
- Varying Personal and Professional Tasks Requested by CEO
- Support and collaborate on projects with various sub-contractors and other consultants in the Loving Venti brand.
- Other duties as required (tasks will vary as the needs of this young company emerge)

Communication

- Creative and Business Content: reformat materials from Loving Venti consultants and put into a variety of formats from social media, written content, teachings, etc.
- Edits all content across all communication platforms
- Assist with communications: emails, social media, and website communications
- Coordinate website updates (Wordpress and Elementor)
- Plans schedule, coordinates writers, and facilitates monthly e-newsletters (MailChimp)
- Write and oversee social media channels
- Updates and orders printed communication materials

Speaking and Events Coordination

- Booking and managing speaking engagements and trainings
- Travel Coordination
- Meeting Coordination: preparation of correspondence, development of presentations, and other support as needed
- Available to arrange booths and materials for all speaking engagements, willingness to travel to several engagements per year, when needed
- Performs hospitality functions in support of a variety of events and meetings, when needed
- Coordinates the small details of the evening that make the event run smoothly

Qualifications

Mindset and Personality

- **People-centered:** We are committed to a people-centered approach which is conscience of the whole-person. Our team needs to be able to relate and interact comfortably with a diverse range of people.
- **Commitment to the Community:** Through either personal or professional experience, our EA should come to us with a heart for the community in which we serve.
- **Self-starter and self-manager:** We are looking for someone who takes initiative, anticipates needs, and gets things done consistently on time.
- **Responsive:** Though we love the flexibility a virtual business affords, we are committed to a high level of responsiveness both inside our business and with our customers.
- **Committed to excellence:** In everything we do, we want to exceed expectations, and reflect positively on the brand.
- **Positive attitude:** Our ideal candidate has a can-do spirit, is fun to be around, does not complain, make excuses, or gossip.
- **Grace and poise under pressure:** In a newly launched business, things are always changing, and there are times when things get intense.
- **Servant-hearted leadership:** The EA must be able to run point on large projects, and communicate effectively with our team, but also have no problem jumping in and getting his/her hands dirty to reach the goal.

Skills and Abilities

- **Communication:** The EA must be an excellent communicator, in both written and oral form. This includes proficiency in editing; including spelling, grammar, and punctuation.
- **Organization:** Our EA needs to be highly organized and detail-oriented. Our EA will demonstrate the ability to prioritize tasks and handle numerous assignments simultaneously.
- **Discretion:** Since our EA will be working with organizational information for a wide number of nonprofits, discretion and sensitivity regarding confidential information is a must.

- **Team Work:** Our team works together cooperatively to provide the highest quality support to each other and our clients. The unity, camaraderie and culture of the team is something that's very important to us. Therefore, we're looking for someone who is a good fit with our other team members, and who is comfortable sharing projects and responsibilities with others.
- **Anticipate Needs:** As a part of our commitment to excellence, our team always strives to anticipate and serve needs in advance whenever possible. The right EA will have foresight and the ability to anticipate needs before they arise.
- **Technologically Proficient:** While experience with some or all of the technology platforms that we use is ideal, including Google for Nonprofits and/or Business, Insightly, QuickBooks, Little Green Light CRM, Canva or Photoshop, Microsoft Office Suite, WordPress, Calendry, etc., we are willing to train the right candidate. However, the ability to embrace and learn new technology quickly is an absolute must.

Knowledge and/or Professional Experience Preferred in the Following:

- Minimum of 2 years' experience in A) administrative assistance and/or B) writing, editing, or fund development.
- Education: Bachelor's degree in a related field is preferred.
- Experience in business, communications, public relations, or journalism preferred
- Excellent writing, verbal, proof reading, editing, and professional phone and email communication is required
- Flexible and self-motivated
- Successfully working in a virtual environment

Position Overview:

- Part-Time Hourly Position with no benefits or (may consider) Independent Contractor with independent business
- \$15 per hour
- You must own your own computer, telephone, and have regular access to high speed internet.
- Weekly meeting with CEO and monthly (often in-person) meetings with entire Loving Venti team
- 6 months' probationary period

This job description is not all-inclusive and additional related tasks may be required as needed.

To apply, send a resume, a short explanation on how you see yourself fitting into Loving Venti's mission, and 2-3 writing samples, including social media posts (preferably a piece/story of a social impact) to catherine@LovingVenti.com. Applications will be reviewed on a rolling basis.

www.LovingVenti.com