

## Dare 2 Share Ministries

### Job Description: Executive Admin Manager

**DIVISION/DEPARTMENT:** Executive / Operations

**REPORTS TO:** President

**LOCATION:** Headquarters – Wheat Ridge, CO

**TYPE OF POSITION:**  Full-time  Part-time  Volunteer  Contract

**HOURS OF WORK:** 40+ (exempt)

**PAY RATE:** \$60K-\$65K annually, DOE

**TRAVEL:** Occasional

**INTRODUCTORY PERIOD:** 90 Days

#### POSITION SUMMARY

The Executive Admin Manager (EAM) provides high-level administrative and operational support directly to the President, enabling focused leadership, sound decision-making, and organizational impact. This role requires exceptional attention to detail, strong judgment, discretion, and the ability to manage complex workflows in a fast-paced executive environment. The primary objective of the EAM is to ensure the President can remain focused on senior-level leadership responsibilities by efficiently managing administrative details, board administration, and strategic planning support. The EAM is responsible for leading, managing, and keeping accountable all members of the Executive Administration (EA) Department.

#### SCHEDULE

As the primary point of contact for the President, the EAM will handle all direct inquiries for the President, both internal and external. This will include working with staff, volunteers, donors, vendors, partners, and the board of directors. Strong and professional communications skills are a must. Due to the sometimes imposing needs of this position (troubleshooting executive-level needs, working lunches, early morning board calls, etc.), additional flexibility will in return be extended to the EAM as possible. Some minimal travel required.

#### TYPICAL DUTIES AND RESPONSIBILITIES

*The work examples and competencies listed are for illustrative purposes only and are not intended to be exhaustive.*

- **Lead, Manage and Hold Accountable 20%**
  - Lead, manage, and hold accountable members of the EA Department to help them reach their full potential and to create a strong executive support team.
  - Demonstrate leadership through initiative, ownership, and problem-solving within the President's office.
- **Executive Administration 70%**
  - Serve as the primary point of contact for the President internally and externally and, as needed, for other members of the Executive Team.

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- Proactively anticipate the President's needs, priorities, and decision points; prepare materials, surface issues, and manage follow-through.
  - Manage the President's calendar, meetings, inbox support, and overall administrative workflow to ensure strategic use of time.
  - Provide comprehensive administrative support for the Board of Directors, including scheduling and preparation for meetings and calls, recording minutes, communicating with board members, and maintaining governance documentation.
  - Manage all strategic planning rhythms, documentation, and related coordination.
  - Coordinate travel for the President, and in some cases, other members of the Executive Team and the board.
  - Handle executive administrative tasks such as document preparation, spreadsheets, expense reporting, receipt management, errands, and executive budget review, noting variances as appropriate.
  - Manage executive-level meeting logistics, including agendas, materials, note-taking, and follow-up for onsite, offsite, and retreat settings.
  - Provide responsive support during and outside normal business hours, as needed, especially when the President is traveling or managing urgent matters.
- **Operations Support 10%**
    - Assist Operations team members as needed, including, but not limited to: stocking supplies, covering the front door and phones during business hours, event support, and general administrative duties.

#### COMPETENCIES REQUIRED:

- Energetic, hardworking, detail-oriented, motivated, self-starter
- Flexible, adaptable, dependable, patient, teachable
- Demonstrated professionalism
- Commitment to confidentiality
- Strong administrative and organizational skills
- Ability to maintain positive attitude and composure under pressure
- Verbal and written communication skills, including proficient typing, spelling, and grammar
- Problem solving, decision making, and research
- Travel coordination
- Skillful use of Microsoft Office Suite, especially Copilot, Outlook, Word, Excel, and PowerPoint.

#### KEY PERFORMANCE INDICATORS FOR THIS POSITION:

- Manage President's Outlook inbox and calendar.
- Keep all board related processes up to date, primarily board meeting preparation and communication.
- Keep strategic planning processes up to date.
- Lead, manage, and hold accountable direct reports to ensure they are equipped to thrive and fulfill their KPIs.

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- Timely communication and follow up internally (1 business day) and externally (2 business days) for an initial acknowledgement response time with ongoing, clearly managed expectations.

The applicant chosen for this position must fully concur with the Dare 2 Share Ministries (D2S) “Statement of Faith,” must fully support the expressed purpose of D2S, must be prepared to exercise and model the core values expressed by the ministry, and must agree to abide in all respects with the D2S code of conduct for event participation.