



**Position Title: Special Assistant to the President and Executive Vice President**

**Salary: Commensurate with experience.**

**Location: Student Veterans of America (SVA), 1012 14th Street NW (12th Floor) Washington, DC 20005**

**SVA is a 501(c)(3) non-profit coalition of nearly 1,500 student veteran organizations on college campuses globally. SVA's mission is to provide military veterans with the resources, support, and advocacy needed to succeed in higher education and in high growth-in demand career fields. For more information, visit us at [www.studentveterans.org](http://www.studentveterans.org).**

SVA does not discriminate based on race, color, religion (creed), gender, age, national origin (ancestry), disability, marital status, sexual orientation, political affiliation, gender identification or expression, or military status in any of its activities of operations. These activities include, but are not limited to, hiring and firing of staff, selection of volunteers, and selection of vendors and provision of services.

### **Benefits**

We are proud to offer our employees competitive compensation and a generous benefits package including health insurance, transit benefits, a 403(b) retirement plan, and paid-time off. This position will be located at our offices in Washington, DC. Telework is not authorized.

### **Job Summary**

If you are you seeking a career where you can make a difference, this unique opportunity for a Special Assistant to the President and Executive Vice President at SVA may be perfect for you. We are seeking a highly motivated, experienced, and extremely resourceful administrative professional with exceptional organizational and communication skills to provide support to our President & Executive Vice President. This position will provide you the opportunity to work on a wide range of projects, providing the experience and exposure that goes well beyond a typical administrative position.

The Special Assistant is an extension of the Chief Executive Officer (CEO) and Executive Vice President (EVP), and the purpose of the job is to make the CEO and EVP better, faster, stronger and more effective leaders by creating capacity to focus on the most important things. As Special Assistant, you will be exposed to an extremely wide range of responsibilities. You will help drive special projects, participate in selected external meetings with clients and partners, conduct research, lead new initiatives, manage the office and manage schedules. You will be

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exposed to the most sensitive company information that others on the team may not be privy to. You will be asked to make sensitive and critical judgment calls, and you will serve as a sounding board to the CEO and EVP in important situations. The best person for this role is an individual that sees that there is no ceiling to what they can accomplish and learn in this role. The right individual for this job is highly ambitious in his/her pursuit of growth and achieving excellence. They know that their ability to grow and take on more responsibility will result in more opportunities for growth and greater responsibility.

As the Special Assistant to the President and the Executive Vice President, you will perform a diverse array of activities including:

- Aligning workflow and priorities by managing the schedules and anticipating the needs of the executive team in coordination and collaboration internally and externally.
- Preparing for and following up on internal and external meetings. When needed, participating directly in external meetings and following up with the relevant parties.
- Providing leverage in moving projects forward by gathering and effectively organizing required information, communicating effectively and professionally with internal and external stakeholders ranging from individual students to chapters, university administrators, business executives and government leaders to internal team members, developing and monitoring plans, and keeping track of responsibilities and commitments of the team members and executive staff.
- Proactively identifying ways to improve the efficiency and efficacy of the leadership team and the digital and offline tools the organization has available.
- Managing the President and Executive Vice President's extremely busy, and constantly changing calendars, prioritizing issues and deadlines, and following up on team requirements to ensure effective time management and mission accomplishments, following up on all issues promptly and with full attention to detail.
- Managing travel logistics (domestic and international) with perfect attention to detail including all aspects of local and distance travel, directions, appointment and meeting locations and venues, and resulting expense reporting and justifications.
- Providing support for presentations, board meetings, and special projects, to include final material review and production of presentations and materials for dissemination internally and externally.
- Scheduling, attending weekly staff meetings, senior staff meetings and Board meetings; taking accurate minutes and producing final copies on deadlines to establish accountabilities for commitments made in those meetings.
- Creating and proofing correspondence including; emails, letters, memos and reports as required, demonstrating experienced senior professional level written communication skills.
- Providing support to the Chair of the Board of Directors.
- Providing support to the Board of Directors to include execution of semi-annual board meetings, calls, agendas, and taking minutes, producing final copies to document and track commitments and priorities.
- Communicate effectively with stakeholders, including donors, by phone, email, letter, and in-person, representing SVA and the SVA executive team professionally.

- Manage VP and staff commitments to the executive team, ensuring tracking and meeting deadlines, and particularly following up on tasks from the executive team to ensure follow-through and meeting commitments.
- Maintaining absolute and complete confidentiality of sensitive information.

### **Qualifications and Skills**

- The ideal candidate is highly organized, high energy, proactive, positive, and productive. You are exceptionally resourceful -- with great attention to detail in all aspects of your role.
- You will act as a shepherd of executive time, but not a gatekeeper, and will ensure access to all stakeholders coordinated by means and priority of access. You will effectively communicate with the external team whether they are on-site or off-site.
- You are known for your integrity. You always choose to make the right decision versus the easy decision. You know what information is sensitive, and you will protect it accordingly. You take your reputation very seriously.
- You have excellent judgment. You have the rare combination of being able to make quick decisions with your gut and measured decisions with your head. You can pull on your strong analytical abilities or your instincts at the right times to make the right judgment call.
- You have a positive, roll-up-your-sleeves mindset and are willing to take on “lower-level” and “higher level” work based on what needs to be done.
- You take ownership. You constantly seek opportunities to optimize processes and improve efficiency. You’re communicative and comfortable working with and through a range of different people and builds relationships quickly.
- You are resilient and flexible. You seek out direct feedback and see every challenge as opportunity to grow.
- You are thoughtful and intentional. You always think steps ahead. Before asking questions, you prepare your own answers, even if they are just first draft thoughts.
- You are resourceful and practical. You are able to take different kinds of input, quickly and effectively sort out action plans.
- You are an effective communicator. You are an exceptional communicator in every sense of the word. You are an especially astute listener and you pick up subtle cues that others may miss. You are effective in your spoken and written communication. You can be diplomatic, firm, gentle, and even direct when you need to accomplish the goal.
- You are empathetic and a keen people reader. You have a knack for reading people. You have a keen sense of people’s motivations and you understand how to influence their behavior.
- You are incredibly mature and even keeled. You are wise and can handle the most stressful situations with grace. In an emergency, you are the calmest individual in the room.
- You are detail oriented and contentious. You cringe at typos, and you are the first to identify a formatting error. You obsess about the details in a healthy way.
- You are a big picture thinker. Despite all the details that you manage, you constantly see the big picture to help inform your thinking and prioritization.

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To apply, please send your resume and cover letter to [careers@studentveterans.org](mailto:careers@studentveterans.org) with the subject line: "Special Assistant to the President and Executive Vice President."

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