



**YOUTH  
FRONTIERS®**

# OPPORTUNITY PROFILE

Youth Frontiers Executive Assistant

Presented by:



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bringing clarity to leadership transitions

## THE CONTEXT

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Brought into existence in 1987, by current CEO Joe Cavanaugh, Minnesota based Youth Frontiers addresses the needs of young people by building school communities where every person is treated with dignity and respect through dynamic experiences that enhance self-awareness, empathy and connectedness. As a non-partisan, nonprofit organization, the long standing and ongoing mission of Youth Frontiers is to impact school communities by inspiring character, civility and community so that the next generation of leaders is grounded in character. In order to fulfill this mission, by offering one day school retreats focused on timeless values like kindness, courage and respect as well as educator retreats Youth Frontiers enhances and transforms school environments.

Today, on all Youth Frontiers retreats, students are exposed to the message that each individual matters and that there is power in their actions and interactions with one another. Youth Frontiers believes that ‘in community, we hold one another accountable for behaviors and we stand up for one another’. When young people and educators are connected and feel a sense of belonging, they develop deeper self-regard leading to treating others with greater dignity and respect.

These powerful, dynamic and meaningful programs which create a ‘catalyst for change’ have been designed and refined to have the greatest possible impact in helping young people realize the importance of living a life of character by challenging students to think about and reflect on the impact of their choices and behavior, engaging the silent majority of students to take positive action on behalf of others, and sustaining and parents educators in their critical work with young people.

Youth Frontiers is also working with businesses and corporations to highlight the importance of raising the next generation of ethical leaders as well expanding student programming around leadership to ensure high school students take responsibility for their school culture. For students, Youth Frontiers offers four one-day retreats and a leadership conference – each focused on a core character value that is a proven catalyst for making schools a better place.

Youth Frontiers has demonstrated a commitment to improved and improving programs as 820 student retreats per year have impacted 1.7 million students over the course of its history. Youth Frontiers has recently expanded to Omaha and Milwaukee, providing the same high quality, excellent life changing experiences to schools and communities to these new markets.

In the 30th year of existence, Youth Frontiers has embraced some amazing opportunities including new office space (that fits the growing staff of 50+ employees), renewed brand (bringing a new level of connection and impact and opportunity to our mission) and conversations across the Midwest on ethical leadership and the importance of character and civility in building healthy communities.

A new and growing initiative is Youth Frontiers work with educators through all-staff programming (consisting of sessions on honor, purpose, or mind) and a unique cohort program working with a small group of educators multiple times throughout the year. These are designed to transform schools by building relational trust and motivating teachers.

It is into this context that Youth Frontiers is looking for a new Executive Assistant to work closely with founder and CEO Joe Cavanaugh. It is a grand yet challenging opportunity to participate in the ongoing mission of Youth Frontiers where it is believed that the next curve is coming in which the next Executive Assistant will play a significant role.

## THE NEED, THE OPPORTUNITY AND THE ROLE

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The Executive Assistant will provide high-level administrative support to the Founder and CEO of Youth Frontiers so that the organization effectively moves towards the vision and mission. This position also supports Executive Team and Board of Director activities and communications. As with all Youth Frontiers staff members the Executive Assistant will aspire daily to demonstrate a strong understanding and use of the following core values:

**QUALITY:** To passionately be the best at, and continuously improve, all that we do.

**CARING:** To create communities where everyone is respected.

**GROWTH:** To continue to reach more schools by expanding and innovating our programs and challenging our people to grow personally to be the best they can be.

Ideally, the next Executive Assistant will be one who has worked with a founder or legacy leader within the context of a growing mission driven non-profit or business. They will have carried a high level of responsibility for both the functioning of the leader as well as having a significant level of connections across the organization. It will be important for the right fit person to understand the dynamics in a founder led organization including the role and relationship with a Board of Directors. It would be most helpful for the next Executive Assistant to have had experience in a context which was both internally and externally focused with attention to employees and staff as well as donors/shareholders, customers and other stakeholders.

The Executive Assistant will see through the surface with an ability to analyze, distill and provide feedback as they interpret the thinking and ideating of the CEO then translate items into actionable to other essential teams and individuals in the organization. Understanding the cross-functional nature of Youth Frontiers, they will need to be proactive, anticipating needs of the CEO and others within the organization. Creating and sustaining a consistent and constant flow of communication with others as the communication 'loop' between the CEO and teams/individuals at Youth Frontiers will be essential. Because the Executive Assistant interfaces with many others in the organization on behalf of the CEO, they will need to operate with a balance of grace and ability to push people forward while holding them accountable when needed.

The ideal Executive Assistant will not be one who seeks power or influence but confidentially yet humbly is content to make the small things happen in order to advance the more expansive initiatives. They will be highly organized yet adaptable, leading to an ability to be calm under pressure, a non-anxious presence who anticipates timelines and deadlines.

Because of the Executive Assistant represents the CEO to multiple 'constituents', including donors, client schools, community leaders and Board members, excellent verbal, written and interpersonal communication will be important in effectively carrying out the role.

In order to successfully fulfill the role and responsibilities at Youth Frontiers, the ideal Executive Assistant will be one who is easily inspired by a vision and the story of Youth Frontiers and is willing to leverage their gifts and abilities to work with and for a visionary leader, doing their part to achieve the goals and objectives of the organization. They will be able to see the bigger picture and figure out the process and way to get things done through hard work and willingness to 'go the extra mile'. Accomplishing tasks with a commitment to excellence is paramount at Youth Frontiers as is the importance of knowing how to have fun and observe healthy boundaries in work, life and relationships.

## KEY DUTIES & RESPONSIBILITIES

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Executive Management will encompass approximately 70% of the Executive Assistant's time and energy as they will be responsible for the following:

- Management and maintenance of the CEO schedule.
- In addition, the Executive Assistant will:
  - Schedule of CEO speaking engagements, working with the School Relations Team or Donor Relations team to prepare and follow up on speaking engagements.
  - Schedule and attend all Executive Team meetings and monthly offsites with COO, preparing agendas, taking notes and following up for all meetings.
- Management of CEO incoming phone and mail correspondence and screen telephone calls as well as the CEO filing system.
- Organizing and submitting CEO expenses and quarterly board review of CEO's expenses.

The Executive Assistant will spend approximately 10 percent of their time on Board Management, which will require efficient and effective:

- Arranging, scheduling and attendance at Board and committee meetings, and other Board-related function and being responsible for taking official minutes for meetings as Board Secretary
- Ensuring CEO is meeting annually with each board member

An important function for the Executive Assistant is in the areas of Donor Relations and School Relations. It is estimated that they will spend 20% of their time and energy as follows:

- Maintaining awareness of CEO key contacts and work with Donor Relations Department to ensure CEO is maintaining donor portfolio while assisting with key contact communications.
- Serving as liaison between CEO and revenue departments and COO, to best utilize CEO's time and connections to meet organizational revenue goals including the Omaha and Milwaukee offices.
- Manage CEO portfolio of schools and donors to support revenue goals, especially in the Wisconsin market
- Participate as needed in Donor and School Relations functions
- Assist with event/tradeshaw/workshop preparation that involves the CEO
- To support these functions, the Executive Assistant will also:
  - Prepare memos, letters and other documents, including mass donor and sales mailings, for the CEO
  - Undertake data entry as needed in CEO's systems
  - Maintain CEO's schedule during external events to support event timelines and connections

The Executive Assistant will also be expected to attend and participate in all internal and external organization events, representing the CEO and Youth Frontiers by extending warm hospitality while effectively engaging other attendees.

In order to effectively and successfully fulfill the role of Executive Assistant to the CEO of Youth Frontiers, it is expected that all applicants possess the following:

## QUALIFICATIONS

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- Bachelor's degree
- Five years minimum executive administrative experience
- Strong verbal and written communications skills, organizational skills, project management skills, ability to meet deadlines and work as part of a team
- Advanced computer knowledge on the following software:
  - Macintosh
  - Word, Excel, PowerPoint, Pages, Keynote
  - Internet
  - Google mail/calendar/documents
- Desired computer knowledge on the following software:
  - Raiser's Edge (RE)
  - FileMakerPro (FMP)
  - Asana

## INQUIRY PROCESS

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To apply for the position, please contact us via email and include a current resume outlining your experience and relevant qualifications. In addition, please provide succinct responses to the following:

- After familiarizing yourself with the mission, values and work of Youth Frontiers, please comment on the ways in which you are personal aligned.
- What Executive Assistant experience within a corporate or non-profit context do you possess? Please comment specifically on any experience working within a mission driven, founder led organization.
- What is most motivating or compelling to you about the position at Youth Frontiers?

Please also provide at least five references including email and phone contact information for each person. We will not contact your references until later in the process and only upon your approval.

**Submit all materials to:**

**Rick Heltne Partner-Senior Search Consultant**  
**[rheltne@simapartners.com](mailto:rheltne@simapartners.com)**