



# Executive Administrator to the Executive Director

ADRN is a network of over 190 churches in the Greater Austin area. ADRN's mission is to glorify Christ by equipping, empowering, and mobilizing a network of churches to respond to the physical, emotional, and spiritual needs of those affected by a disaster. ADRN has assisted hundreds of thousands of disaster survivors, trained thousands of volunteers, and given away an estimated \$18 million for rebuilding and recovery, emergency funding, transportation, short-term housing, and goods and services to help families and individuals get back on their feet.

## Job Description

Reporting directly to the Executive Director (ED), the Executive Administrator provides executive support in a one-on-one working relationship. The EA serves as the primary point of contact for internal and external constituencies on all matters pertaining to the ED. The EA also serves as a liaison to the board of directors, executive leaders, and senior management teams; organizes and coordinates executive outreaches and external relations efforts; and oversees special projects. The EA must be creative and enjoy working within a God-centered, prayer environment that is mission-driven, and family and community-oriented. The ideal individual will have the ability to exercise spirit-led judgment in a variety of situations, with strong written and verbal communication, administrative, and organizational skills, and the ability to maintain a realistic balance among multiple priorities. The EA will have the ability to work independently on projects, from conception to completion, and must be able to work under pressure at times to handle a wide variety of activities and confidential matters with discretion.

## Roles and Responsibilities:

### Executive Support

- Completes a broad variety of administrative tasks for the ED including: managing an extremely active calendar of appointments; composing and preparing email correspondence that is sometimes confidential; arranging complex and detailed travel plans, itineraries, and agendas when needed; and compiling documents for travel-related meetings.
- Plans, coordinates and ensures the ED's schedule is followed and respected. Provides a "gatekeeper" and "gateway" role, creating win-win situations for direct access to the ED's time and office.
- Communicates directly, and on behalf of the ED, with Board members, donors, ADRN, UDRN, HPC, and HFTS executive and senior leaders, and others, on matters related to ED's programmatic initiatives.

- Takes time at HOPE Prayer Center to pray daily for the ED in regards to wisdom, understanding, protection, and guidance for special projects on his plate. Also, coordinates organizational-wide prayer points to the Prayer Room Director, ADRN's Senior Prayer team ADRN's Intercessor Team on a weekly basis or as needed.
- Researches prioritize and follow up on incoming issues and concerns addressed to the ED, including those of a sensitive or confidential nature. Determines appropriate course of action, referral, or response.
- Provides a bridge for smooth communication between the ED's office and internal departments; demonstrating leadership to maintain credibility, trust, and support with executive and senior management staff.
- Represents ED by attending meetings in the ED's absence; speaking for the ED if needed.
- Works closely and effectively with the ED to keep him well informed of upcoming commitments and responsibilities, following up appropriately. Acts as a "barometer," having a sense of the issues taking place in the environment and keeping the ED updated.
- Successfully completes critical aspects of deliverables with a hands-on approach, including drafting acknowledgment letters, personal correspondence, and other tasks that facilitate the ED's ability to effectively lead the company.
- Prioritizes conflicting needs; handles matters expeditiously, proactively, and follows through on projects to successful completion, often with deadline pressures.
- Provides leadership to build relationships crucial to the success of the organization, and manages a variety of special projects for the ED, some of which may have organizational impact. Special projects may include creating excel spreadsheets, PowerPoint presentations, and word documents and calling key donors to invite them to special events and/or dinners.
- Share Gods' love, grace, mercy, and hope with all people in relationship with the organization.

#### Board Support and Liaison

- Serves as the ED's administrative liaison to ADRN, UDRN, and HFTS's board of directors.
- Assists board members with travel arrangements, lodging, and meal planning as needed.
- Maintains discretion and confidentiality in relationships with all board members.
- Adheres to compliance with applicable rules and regulations set in bylaws regarding board and board committee matters, including advance distribution of materials before meetings in electronic/paper format.

#### Senior Management Liaison

- Participates as an adjunct member of the Executive Leadership Team (ELT) including assisting in scheduling meetings, coordinating the agenda, and attending all meetings.
- Ensures that the ED's bio is kept updated and responds to requests for materials regarding the ED and the organization in general.
- Edits and completes first drafts for written communications to key vendors or donors when needed.

## Qualifications and Competencies

- Bachelor's degree required
- Strong work tenure: five to 10 years of experience supporting C-Level Executives, preferably in a non-profit organization
- Experience and interest in internal and external communications, partnership development, and fundraising
- Proficient in Microsoft Office (Outlook, Word, Excel, and PowerPoint), Adobe Acrobat, project management tools (i.e. ASANA), and Social Media web platforms.
- Excellent communication skills, both written and oral; ability to influence, encourage and engage with government officials, disaster agencies, ministries, churches, volunteers, staff Core Team leaders, and large donors with the intention of building long-term relationships.
- Strong organizational, problem-solving, and time management skills with exceptional attention to detail.
- Event planning and event coordination skills.
- Ability to work both independently without close oversight, but also as a team player who will productively engage with others at varying levels of seniority within and outside of ADRN.
- High energy, love, and passion for God and His mission through ADRN, UDRN, HFTS, and HPC are essential.
- Kingdom-minded and relationship-focused.
- Strong interpersonal, active listening, conflict resolution, and facilitation skills.
- Experience with managing client data and data tracking to produce reports for executive leadership.
- Ability to adapt to changes in the work environment, manage competing demands, and frequent change, delays, or unexpected events.
- Commitment to excellence and high standards.
- Proven ability to handle multiple projects and meet deadlines.
- Ability to deal effectively with a diversity of individuals at all organizational levels.
- Willingness and ability to work evening hours if necessary, weekends in the event of a disaster, and/or travel if necessary.
- Valid Driver's License and acceptable Motor Vehicle Record.

## Organizational Expectations of Staff

- Follow organizational policy, procedures, and practice a culture of honor with one another.
- Communicates clearly with peers, co-workers, and team members.
- Sets the tone on reliability, attendance, high-performance standards, and what it means to be an I AM Ready™ Christian, emotionally, spiritually, and physically for staff, Core Team, churches on the network, and volunteers.
- Spends minimally one full day (planned) per month, away from the office, seeking God's face for direction, guidance, support, and relief for the role. Spends time in the word and prayer with God for spiritual instruction, growth, and rest.

- Completes all of ADRN’s emotional, spiritual, and physical training to understand the depth of what ADRN offers churches and volunteers.
- Minimum of 40 hrs per week, must have flexibility in nights and weekends.

### **WORK ENVIRONMENT & PHYSICAL DEMANDS**

- Work from the home, office, and disaster field.
- Position may require hours that exceed 8 hours per day and/or 40 hours per week.
- Position requires the use of a personal smartphone and knowledge of smartphone apps.

### **ETHICAL STANDARDS**

ADRN has a reputation for conducting its ministry and activities with integrity and in accordance with the highest ethical and Biblical standards. All employees of ADRN must be committed to the Lord Jesus Christ, in accordance with the Bible and with ADRN’s Statement of Faith. The authority for making a determination of these standards for ADRN shall be the Board of Directors working in consultation with the ED, applying their interpretation of the standards set forth in the Bible.

- ADRN Mission Statement: To glorify Christ by equipping, empowering, and mobilizing a network of churches to respond to the physical, emotional, and spiritual needs of those affected by a disaster. Luke 10:25-37, Ephesians 4:12-16
- ADRN Vision Statement: An active, empowered network of prepared churches, bringing hope into crisis through the transforming power of Jesus Christ to every life and community we serve. Revelation 19:5-7

**Healthcare benefits partially subsidized by the organization, are available to all full-time employees.**

**Send Resume to: [HR@ADRNTX.ORG](mailto:HR@ADRNTX.ORG)**