



From Homeless to Home

**Inspirica, Inc.**  
**Director, Executive Administration**  
**Job Description**

Location: Stamford, CT  
Reports to: Chief Executive Officer (CEO)  
Salary Range: \$90K-\$100K  
FLSA Status: Exempt

**About Us**

Inspirica is a mission-driven 501C3 organization dedicated to providing housing and comprehensive services to individuals experiencing homelessness. With an \$8 million budget, multiple programs, and diverse grant funding sources, we work to create sustainable solutions that empower our residents and strengthen our community.

**Position Summary**

The Director, Executive Administration serves as a strategic partner, trusted advisor, and right hand to the Chief Executive Officer (CEO), playing a critical role in driving organizational priorities as part of the leadership team. This individual is responsible for optimizing the CEO's and the leadership team's time and effectiveness, managing large and small projects, enhancing internal coordination, and advancing cross-functional initiatives across departments ensuring alignment across the leadership team. In addition, this role serves as the liaison to Inspirica's Board of Directors.

This position requires a highly organized, proactive, and diplomatic professional who is passionate about our mission and excels at project and relationship management, strategic thinking, and tactical execution.

**Key Responsibilities**

➤ ***Executive Support & Strategic Partnership***

- Serve as a key advisor and right hand to the CEO, helping to prioritize and advance organizational initiatives.
- Prepare CEO for internal and external meetings, including briefing materials, talking points, and critical follow-ups.
- Lead internal meetings as needed on behalf of the CEO.
- Represent the CEO in meetings and communications when appropriate.
- Maintain complex CEO calendar, travel and meeting schedule and coordinate appointments to maximize CEO's time.
- Lead planning and execution of all executive and board-level presentations.

➤ ***Support for Development/Fundraising and Marketing***

- Partner closely with the CEO and the development team to support fundraising strategy, design, execution, and donor stewardship.
- Ensure CEO and senior leaders are well-prepared for donor meetings, foundation briefings and fundraising events.
- Draft, design and coordinate donor-facing communications, proposals, and reports in close collaboration with the development team.
- Provide thought partnership and logistical support on fundraising, events, and strategic donor initiatives.



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- Identify opportunities to deepen relationships with institutional and individual funders through cross-organizational collaboration.
- With the development team, spearhead key marketing initiatives, ensuring Inspirica's public-facing materials are current, relevant and well-curated, including our social media presence and website.
- ***Project Management, Organizational Alignment & Administrative Leadership***
  - Lead and support high-priority cross-functional initiatives across the organization, including special projects from planning through execution.
  - Coordinate and track progress on strategic goals, helping to ensure accountability and momentum.
  - Lead and improve internal processes that enhance operational efficiency and interdepartmental coordination.
  - Develop, maintain, and catalog organizational policies, procedures, and administrative protocols.
  - Ensure projects are delivered on time and on budget.
  - Digitize and organize administrative files and documents to easily access, share and securely maintain records, increasing efficiency and enabling seamless retrieval for audits, funders, and compliance.
  - Build systems and workflows that enable the CEO and leadership team to focus on strategic priorities.
- ***Board Relations & Coordination***
  - Serve as board liaison.
  - Coordinate advisory council, board and committee meetings, retreats and offsites in collaboration with the CEO and board Co-Chairs, including preparing materials, critical follow-ups, and maintaining records.
  - Manage board calendar, rosters, term limits, and new member onboarding.
  - Develop a comprehensive board portal to serve as repository for board documents and to function as a one-stop information resource for the board.
- ***Leadership Team Support & Coordination***
  - Provide high-level support to the leadership team (which spans Development/Fundraising, Facilities, Finance, Housing and Program Services, Human Resources, and Operations), ensuring effective coordination, alignment, communication, and execution of strategic priorities.
  - Act as a force multiplier for executive leadership, providing both strategic insight and hands-on project management while streamlining processes as needed.
  - Maintain and manage systems for information flow, accountability tracking and documentation.
  - Serve as the central point of coordination for cross-functional efforts, projects, and internal communications.
  - Partner with Leadership Team and department heads to identify and remove barriers to collaboration and productivity.
- ***Workplace Culture***
  - Help shape internal messaging and ensure staff are informed and engaged around key priorities.
  - Support change management efforts and culture-building initiatives across the organization.



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➤ **External Relations**

- Support the CEO's external engagement with donors, partners, and community stakeholders, government agencies and government officials, ensuring thorough and seamless follow-up and in-depth relationship management.
- Maintain and manage relationships with government officials to ensure they are kept informed of Inspirica's work in the community.
- Assist in writing speeches, op-eds, and presentations as needed.
- Provide thought leadership and design for external marketing plan, campaigns and collateral material.

➤ **Required Qualifications**

- 7-10 years of experience in nonprofit management, strategic planning, or executive-level operations, showing a clear progression of responsibilities and expertise.
- Demonstrated experience supporting senior leadership in a fast-paced environment.
- Exceptional organizational and project management skills.
- Superior interpersonal, communication, graphic design and writing abilities.
- High level of discretion, integrity, and judgment.
- Ability to lead through influence and vision, rather than authority.
- Prior experience as Chief of Staff or similar role.
- Proficiency in office software (including Microsoft Office and project management platforms)
- Take initiative, perform independently, and anticipate next steps in operating a fast-paced administrative office.
- Possess a "roll up your sleeves" mentality where no task is too menial.
- Adept at balancing visionary thinking and day-today execution.
- Comfortable working behind the scenes to drive progress and elevate others.
- Experience working closely with executive leaders and managing multiple priorities with discretion and efficiency.
- High emotional intelligence, sound judgment and a strong commitment to the organization's mission.
- Demonstrated success in managing complex projects and building cross-functional alignment.
- Adept at fostering and growing a culture of trust, collaboration, transparency, and accountability.

➤ **Preferred Qualifications**

- Master's degree in nonprofit management, public administration, business, or related fields; or equivalent business experience.
- Project Management Professional (PMP) certification or similar.
- Familiarity with nonprofit governance and board relations.
- Design skills a plus, including graphic design and experience design.