



Virtual Executive Assistant/Office Manager

Part-Time/Contract

Summary

FLEX Partners is a boutique consulting firm dedicated to empowering mission-driven organizations to achieve their highest potential. Our exclusive network of strategists, communicators, fundraisers, designers, and operations experts allows us to create custom “tiger teams” for our clients. We believe in white-glove service, unequivocal excellence, and strategic creativity—and we only partner with those who share our passion for meaningful work and measurable results.

We are seeking a highly organized, proactive, and detail-oriented Executive Assistant to provide direct administrative and strategic support to our Founder and CEO, Whitney Munro. This is a virtual, freelance position requiring approximately 10–15 hours per week. The ideal candidate thrives in a dynamic, fast-paced environment, anticipates needs before they arise, and excels at managing complex schedules, communications, and priorities with professionalism and discretion.

Responsibilities

Executive Support

- Manage the CEO’s calendar, scheduling, and travel logistics with precision and foresight.
- Anticipate needs and prepare materials in advance of meetings, ensuring Whitney is always briefed and equipped.

- Serve as gatekeeper and liaison, managing communications, requests, and follow-ups with tact and efficiency.
- Draft and edit correspondence, documents, and presentations as needed.

Operational Coordination

- Support administrative processes across projects, contracts, and internal initiatives.
- Coordinate with internal consultants and external partners to ensure seamless collaboration and communication.
- Maintain and organize shared files, contact lists, and project documentation.
- Track key deadlines and deliverables, providing timely reminders and updates.

Communication and Relationship Management

- Serve as a professional representative of FLEX Partners in all external communications.
- Manage and support internal team communications, as needed.
- Support correspondence with clients, partners, and vendors, maintaining an exceptional standard of professionalism and responsiveness.

Qualifications

- Proven experience as an Executive Assistant, preferably supporting senior leadership in a consulting, communications, or nonprofit setting.
- Exceptional organizational and time management skills, with the ability to balance multiple priorities and deadlines.
- Excellent written and verbal communication skills, including attention to tone, grammar, and detail.
- High emotional intelligence and discretion when handling sensitive or confidential information.

- Proficiency in Google Workspace, Dialpad/Zoom, project management platforms (e.g., Basecamp, Monday.com, or similar), and CRM systems such as HubSpot.
- Ability to work independently, anticipate needs, and take initiative in a virtual, fast-moving environment.

The Ideal Candidate Is a:

- Proactive Partner: Anticipates needs, manages details seamlessly, and keeps the CEO and team one step ahead.
- Organizational Maestro: Excels at creating structure and systems that enhance efficiency and reduce friction.
- Clear Communicator: Delivers timely, precise, and professional communication across all channels.
- Trusted Confidant: Handles sensitive information with discretion and sound judgment.
- Mission-Aligned Professional: Deeply connected to FLEX's values and motivated by helping mission-driven organizations thrive.

To Apply

Please submit a brief introduction explaining why you embody or relate to FLEX's mission and core values, along with your resume and preferred rates, to **becomeaflexpert@flexpartners.org**.

About FLEX Partners

FLEX Partners is a dynamic, nationwide network of expert strategists, communicators, and problem-solvers committed to helping mission-driven organizations amplify their impact.

We exist because we saw what wasn't working—one-size-fits-all, templated fixes that failed to acknowledge the uniqueness of every organization, person, and challenge.

We reject that, and instead deliver tailored, high-impact strategies that meet each client's unique needs. Our team specializes in strategic communications, branding, leadership development, change management, audience engagement, and more.

Our work is rooted in mission-driven excellence—we listen first, learn deeply, assess strategically, and deliver solutions that are both practical and transformational.

Our core values guide us. Candidates who apply for this role should seriously evaluate these values for alignment and their ability to embody them before application.

- **Ecosystems of Trust:** We believe that open and transparent communication lays the foundation for strong partnerships. We prioritize building relationships based on integrity, reliability, and mutual respect.
- **Mission Driven:** Our client's mission is our mission. Our passion lies in understanding and supporting those who are driven by a purpose greater than themselves, making a positive difference in the world.
- **Intellectual Curiosity:** Our experts are never done growing in their respective areas of expertise. By staying curious and humble, we bring fresh perspectives and innovative solutions to our clients and stay at the forefront of industry trends and developments.
- **Emotional Intelligence:** We understand the power of empathy, active listening, honoring individual needs and perspectives, and learning from feedback. These skills foster stronger relationships and effective collaboration.
- **Solutions-Oriented:** We believe every problem has a practical solution, even if we have to invent it. Our team combines strategy, analysis, and creativity to develop plans that work within your constraints, drive results, and overcome obstacles.
- **Collaboration:** We are stronger together. Our clients get the best results when we value each other's skill sets, offer and accept help where needed, stay open to the ideas of others, explain choices without getting defensive, and own our mistakes.