



CROSSPURPOSE

Executive Office Director 2026 Job Description

Scope and Position Responsibilities: The Executive Office Director serves as a strategic thought partner and an extra set of hands for the CEO. He/she maximizes CEO effectiveness, ensures strong Board communication, and keeps executive priorities moving forward with clarity and follow-through.

Department: *Office of the CEO*

Supervisor: *Chief Executive Officer*

Direct Reports: 2

Indirect Reports: 0

Major Areas of Responsibility

CEO Office Management

- Manage the CEO calendar, travel priorities, and CEO-sponsored events directly and via team management
- Triage incoming requests to the CEO; assign, track, and close loops on follow-ups
- Support the CEO with the responsibilities of executive team management, including tracking project timelines, due dates, and providing pre-meeting memos to maximize the CEO's efficacy
- Liaise with the Executive Team for tactical coordination as needed
- Plan Executive Team Retreats and offsite meetings, ensuring all details are covered, and team members are effectively prepared

Board Relations & Governance Support

- Prepare board packets, decks, and CEO reports for all Board meetings
- Plan and execute Board meetings and retreats with excellence, including thorough communication, technology assistance, and hospitality for all members
- Coordinate board meeting logistics, minutes, and follow-ups
- Serve as day-to-day liaison between Board, CEO, and Executive Leadership Team to ensure clarity and responsiveness

Other Administrative Tasks

- Draft or edit CEO communications for special events (reports, speeches, chapel talking points)
- Lead the administrative team in the CEO's office, eliminate barriers to execution, and provide additional support for special CEO-sponsored events or meetings
- Other duties as assigned



Qualifications

- Bachelor's degree in nonprofit management, communications, or related field
- Prior team management experience, ideally administratively focused
- Prior experience working closely with executive leadership teams
- Prior experience in coordinating interdepartmental operations
- Quick understanding of processes and competency in Salesforce and Asana
- Strong written and verbal communication skills
- High levels of emotional intelligence, especially relating to interpersonal dynamics
- Detail-oriented and organized, must be excellent with follow-up and follow-through
- Ability to work in a team environment
- Ability to problem-solve, multitask, complete work on time, and work independently
- Ability to become proficient quickly in Google G Suite and other software.
- Deep passion for the CrossPurpose mission and values.

Hours, Compensation, and Benefits

Hours: 40 hours/week: Monday - Friday 8:00 am - 5:00 pm, occasional other hours as scheduled.

Salary/Wage: \$80,000 - 96,000 Annually (Administrative Director I)

Vacation & Personal Days: 15 days per year, plus the office is closed Christmas Day - New Year's Day, and staff have limited duties

Sick Days: 6 days per year

Insurance Benefits: Health, dental, vision, workers' compensation, unemployment, short-term disability, long term disability.

These and other benefits are discussed in more detail in our Employee Handbook.