



Executive Assistant to the CEO

National Kidney Foundation of Arizona
Full-Time | Phoenix, Arizona | Hybrid

The Role

The National Kidney Foundation of Arizona (NKF AZ) is looking for an organized, resourceful and dependable professional to serve as **Executive Assistant to the CEO**.

First and foremost, you'll help keep the CEO organized and effective—managing a busy calendar, preparing for meetings, handling confidential information and making sure important things don't fall through the cracks.

But this role has a broader reach than a traditional Executive Assistant position. As part of a small, collaborative organization, you'll also provide administrative support across departments, helping with everything from travel and catering to research, vendors and office needs.

In short: you'll help keep the CEO organized and the organization running smoothly.

What You'll Do

- Manage the CEO's calendar, scheduling, meeting preparation and follow-up.
- Prepare correspondence, presentations, reports and other materials, including confidential information.
- Support Board and committee meetings with scheduling, materials, logistics, minutes and follow-up.
- Prepare CEO expense reports and maintain organized administrative systems.
- Provide administrative support across departments, including research, travel and hotel bookings, catering, meeting logistics and special projects.
- Coordinate office needs such as supply orders, equipment and maintenance requests.
- Serve as a liaison with our insurance broker and help coordinate staff questions and requests.

- Serve as the internal point of contact between staff and our third-party social media partner.
- Assist with Raiser's Edge NXT, organizational events and other projects as needed.
- Look for ways to make administrative processes easier and more efficient.

Who You Are

You're **organized, dependable and resourceful**. You keep track of details, follow through and are comfortable figuring things out.

You're **discreet and diplomatic**. You understand what should be shared, what should be elevated to leadership and what can simply be handled.

You're **positive, professional and steady**. Priorities change, personalities differ and occasionally things get stressful. You don't let an emotional reaction drive your response.

And one last thing: **If workplace drama tends to find you—or you tend to find it—this probably isn't the role for you. If you're usually the calm, discreet person helping everyone get back to the solution, we'd very much like to meet you.**

What You'll Bring

- 5+ years of administrative experience, preferably supporting senior or executive leadership.
- Excellent organization, attention to detail and follow-through.
- Strong written and verbal communication skills.
- Discretion, diplomacy and sound professional judgment.
- Ability to manage changing priorities and work both independently and collaboratively.
- Strong Microsoft Office skills and comfort learning new technology, including CRM platforms (tracking donors, clients)
- Reliable transportation.
- Bilingual English/Spanish is a plus.

These qualifications preserve the core requirements from the previous posting without repeating the same traits in several different ways.

How We Work + Benefits

NKF AZ offers an **office-first hybrid environment with plenty of independence and flexibility**, with Tuesdays as our required in-office day.

Our benefits include a strong grandfathered medical plan, dental insurance, **401(k) with employer match**, generous vacation and sick time, paid holidays, life insurance, short-term disability and **Christmas Eve through New Year's Day off**.

We value flexibility, but it works because we also value communication, accountability and being someone your colleagues can count on.

About NKF AZ

For more than 60 years, the National Kidney Foundation of Arizona has worked to improve the lives of Arizonans impacted by kidney disease. From helping patients get to life-sustaining dialysis and providing emergency financial assistance to kidney disease screenings, Camp Kidney, transplant initiatives and professional education, **our work directly touches people throughout Arizona when they need it most.**

We're a small, collaborative team where your work will be visible, valued and connected to that mission—and where **"that's not my department"** isn't really how we operate.

How to Apply

Send your résumé to HR@azkidney.org with the subject line **Executive Assistant Position**. Cover letters are encouraged. No phone calls, please.

NKF AZ is an equal opportunity employer committed to providing employment opportunities without discrimination on the basis of any status protected by applicable law.