



# The Mind Trust

## Executive Assistant, Strategy

<b>Reports To: Executive Assistant, C-Suite</b>	<b>FLSA Status: Exempt</b>
<b>Salary Range: \$60,475 to \$83,563</b>	<b>Employment Classification: Full-Time</b>

### OUR PURPOSE & IMPACT

The Mind Trust is a nonprofit organization based in Indianapolis, dedicated to creating an educational system that ensures every student has access to high quality education – no exceptions. We achieve this by fostering a supportive environment through policy advocacy, community engagement, and empowering talented educators to establish new schools. Additionally, we support existing schools in attracting and retaining exceptional talent. Since our founding in 2006, we’ve launched 51 schools and 15 education nonprofits and placed over 1,800 educators and school leaders in classrooms across Indianapolis.

### WHO WE ARE & HOW WE WORK

At The Mind Trust, we operate in a dynamic, results-driven culture that prioritizes collaboration and flexibility. We are a nonprofit that invests in public education to transform lives and increase academic achievement in Indianapolis, across Indiana, and beyond. This includes managing student-centered programming, growing new high-quality public charter schools, supporting existing schools and educators, and engaging the community in every region we serve. Everything we do aims to create a positive impact on student learning because we believe all students, regardless of background or income, deserve an education that helps them meet their full potential in life.

### OUR APPROACH TO TALENT & GROWTH

We believe in fostering a high-capacity team that aligns with our mission and values to drive transformational educational outcomes. Our culture encourages team members to bring their authentic selves to work, fostering a sense of belonging and care for one another. Empowered and self-driven, our leaders operate with autonomy and commitment to continuous learning and growth. We invest in professional development, promoting innovation and curiosity as we strive for excellence in our mission.

### YOUR IMPACT

The Executive Assistant will support the Chief Strategy Officer, the Strategy Group, and the entire leadership team through assisting with team-wide events. The Executive Assistant will be responsible for a broad range of administrative duties which require initiative, judgment, independent decision making and excellent interpersonal skills.

The ideal candidate is an excellent administrator, has keen attention to detail, excellent organizational skills, and a high bar for quality. The Executive Assistant must be a critical thinker who demonstrates sound judgment in strategizing and prioritizing tasks.

### HOW YOU WILL SUCCEED

*Coordinate with and support the Executive Assistant, C-Suite.*

- Support the executive assistant to the executive leadership team as needed.



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- Provide coverage for the executive leadership team, ensuring continuity of business operations during employee absences or peak periods. This role plays a critical part in maintaining efficiency and meeting operational demands.

*Organize and facilitate meeting logistics for both Executive Team members and the Talent & School Growth team.*

- Organizing and scheduling meetings, setting appointments, communicating with meeting attendees and sending meeting reminders.
- Manage meeting logistics, including sending parking passes for in-person meetings and/or adding Zoom links to calendar invites, as necessary.
- Welcome and greet visitors to the building, guiding them to designated meeting spaces. Ensure the meeting space is clean, stocked, organized and prepared for meetings.
- Set up remote conference/meeting technology for meetings as necessary, including all staff and leadership team meetings.
- Coordinate meal logistics, catering and/or food delivery and setup for meetings at The Mind Trust or other venues when necessary.

*Provide administrative support to the executive team, including file management and travel.*

- Support file management and organization across multiple teams on Google Drive.
- Manage Salesforce data entry among other central processes for the Strategy Team.
- Provide administrative support for Abacus expense management system for Chief Strategy Officer and Talent and School Growth teams. Process receipts and reimbursements as needed.
- Provide administrative support for contract development and management and vendor set up and invoice processing through [bill.com](https://www.bill.com) for the Strategy team.
- Arrange travel across teams as needed, including selecting flights and lodging, making all necessary reservations and addressing all logistics to ensure smooth trips.
- Provide administrative assistance, such as writing and editing emails, drafting leadership and all staff meeting agendas, memos, and preparing communications for the Chief Strategy Officer.
- Prepare meeting materials as needed, including printing and organizing for distribution.

*Provide other supports as needed.*

- Ensure that office space, including kitchen, is cleaned, stocked and organized daily.
- Complete other duties as assigned to support the Chief Strategy Officer, Policy & Strategic Partnerships and Talent & School Growth teams.
- Perform additional duties, as assigned.

## WHAT YOU BRING TO THE ROLE

### Essential Skills, Experience, & Attributes

- Deep commitment to and enthusiasm for The Mind Trust's mission of ensuring that all children have an opportunity to receive an excellent education
- Significant alignment and belief in The Mind Trust's core values
- Exceptional organizational skills with the ability to manage multiple priorities and work independently.
- Ability to coordinate and execute logistics with precise attention to detail
- Ability to work collaboratively and thrive in a high-energy, fast-paced environment



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- Professional, dependable, and solutions-oriented
- Friendly, warm, and collaborative with internal and external stakeholders
- Able to anticipate needs and take initiative without constant supervision
- Ability to incorporate creative approaches to various projects by taking initiative
- Ability to handle confidential information with discretion and integrity
- Strong written and verbal communication skills, with an eye for detail and professionalism
- Dedication to embracing new ideas to drive educational transformation
- A collaborative spirit and the ability to work effectively in teams and build meaningful relationships with stakeholders

## Additional Strengths & Qualifications

- A bachelor's degree or equivalent combination of education and/or experience required
- Two years of clerical/administrative or project management experience preferred
- Advanced computer skills including Microsoft Office – Word, Excel, PowerPoint, Google Workspace, and familiarity with donor management or CRM tools (e.g., Salesforce, Bloomerang, or Little Green Light)
- Ability to work flexible schedules, including some nights and weekends
- Ability to work in the office the majority of the time. This position requires in-person work in Indianapolis, Indiana.

## WHAT WE OFFER

At The Mind Trust, we support and prioritize the wellbeing and development of our team members. As part of our commitment to our employees, we offer a wide range of robust benefits designed to support your health, wellbeing, and professional growth.

- **Healthcare:** Access comprehensive medical, dental, and vision coverage with substantial premium support
- **Retirement Savings:** Secure your future with a 403(b) plan featuring generous employer matching
- **Life and Disability Coverage:** Gain peace of mind with life and disability benefits, ensuring financial security for you and your loved ones
- **Professional Development:** Engage in continuing education opportunities to foster growth and learning
- **Generous Time Off:** Prioritize work-life balance with a competitive PTO policy and paid holidays
- **Family Support:** Our family leave, adoption assistance, and childcare reimbursements are designed to ease the journey of welcoming new additions and managing family dynamics, ensuring you have the support you need to thrive both at home and in the workplace

## PHYSICAL DEMANDS & WORK ENVIRONMENT

Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions, which might include but are not limited to, remaining stationary for extended periods, occasional movement throughout the department, and occasional transport of objects weighing less than **25** pounds. This position requires the ability to communicate to exchange accurate information with others.



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## **EQUAL EMPLOYMENT OPPORTUNITY**

*The Mind Trust is committed to equal employment principles and complies with all applicable federal, state, and local equal employment opportunity laws and regulations. The terms and conditions of the employment relationship with all worksite employees are to be nondiscriminatory – without regard to age, race, physical characteristics historically associated with race, color, national origin or immigration status, citizenship, work authorization status or the period of such a status, ancestry, sex, gender, reproductive health decision making, gender identity or expression, sexual orientation, religious creed, physical or mental disability, medical condition, genetic information, HIV testing status, status as a victim of a crime or violence, marital status, familial status, veteran status, military status, or any other protected category or class that may be applicable to a candidate or employee.*

*This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation, and training.*

**To apply:** please send a resume and cover letter to Melissa Jackson ([mjackson@themindtrust.org](mailto:mjackson@themindtrust.org)).