

Job Description

Position: Executive Assistant & Constituent Relations Associate

Location: Denver, CO (Hybrid)

Salary Range: \$65,000–\$80,000, commensurate with experience

Application Deadline: Rolling until filled

Apply at: www.tinyurl.com/ApplyForMI

About the Mizel Institute

The Mizel Institute is a Denver-based nonprofit organization committed to developing a more educated, conscientious, and empowered community. Through the work of the Mizel Museum and the Counterterrorism Education Learning Lab (CELL), the Institute brings people together around education, civic responsibility, leadership, community engagement, and public safety.

About the Role

The Executive Assistant & Constituent Relations Associate provides dedicated support to the President & CEO, helping manage a dynamic calendar, relationships, correspondence, meetings, priorities, and follow-up.

This is a highly visible role for an exceptionally organized, proactive, and responsive professional who enjoys anticipating needs and making sure important details don't fall through the cracks. In addition to executive support, the Associate helps manage relationships with donors, community leaders, government officials, public safety partners, and other stakeholders; coordinates select philanthropic and special projects; and supports major organizational events.

The ideal candidate is comfortable moving between detailed administrative work and high-level external relationships, exercises excellent judgment and discretion, and takes pride in making a busy executive more effective.

What You'll Do

Executive Support to the President & CEO

- Manage a complex and frequently changing calendar, including internal and external meetings, community engagements, events, and appointments.
- Coordinate meetings, including scheduling, confirmations, materials, background information, and follow-up.
- Help prioritize incoming requests and ensure important deadlines, commitments, and action items are tracked and completed.
- Anticipate upcoming needs and prepare the President & CEO for meetings, events, travel, and other commitments.
- Draft, proofread, and organize correspondence, briefing materials, meeting notes, and other documents.
- Coordinate domestic travel, itineraries, and related logistics.
- Support the President & CEO's external board and community commitments.
- Serve as a professional and responsive point of contact for the Office of the President & CEO.

- Coordinate closely with leadership and staff while handling confidential and sensitive information with discretion and sound judgment.

Constituent & Donor Relations

- Support the President & CEO's relationships with donors, prospects, board members, community leaders, government officials, public safety partners, and other key stakeholders.
- Maintain accurate Salesforce records of relevant meetings, correspondence, relationships, commitments, and follow-up.
- Assist with donor and constituent communications, meeting coordination, invitations, recognition information, and stewardship activities.
- Prepare constituent lists, background information, and briefing materials for meetings, outreach, and events.
- Coordinate correspondence and next steps following meetings and events.
- Serve as a primary staff member supporting donor communications for the Mizel Institute's Annual Event, including correspondence, follow-up, donor information and recognition, Salesforce updates, and related reporting.

Events & Organizational Support

- Provide administrative and logistical support for major Mizel Institute events and organizational initiatives, including VIP and donor communications, guest lists, invitations, registration, briefing materials, and other event needs.
- Support special projects and external initiatives of the President & CEO as needed.
- Coordinate administrative support for select philanthropic activities, including tracking requests, materials, deadlines, and follow-up.
- Prepare and maintain organizational summaries and periodic materials for leadership review and coordinate related correspondence.
- Provide additional operational support during peak periods and collaborate across the Operations team as organizational needs arise.
- Leverage technology, AI-powered tools, and emerging solutions to improve executive workflows, research, communications, and administrative efficiency.
- Assist with occasional evening and weekend programs and events.

Success in the Role

A successful Executive Assistant & Constituent Relations Associate makes the President & CEO more effective by anticipating needs, keeping priorities organized, ensuring follow-up happens, and providing reliable support across a demanding schedule and extensive network of relationships.

They are highly organized, responsive, polished, discreet, and proactive. They understand that names, dates, commitments, relationships, and follow-up matter—and take ownership of ensuring important details do not fall through the cracks.

Required Qualifications

- 3+ years of experience in executive assistance, administration, constituent relations, development operations, nonprofit administration, or a related professional role, including experience supporting an executive, senior leader, or leadership team.
- Experience managing complex calendars, coordinating meetings and professional travel, and supporting competing and changing priorities.
- Exceptional organizational skills, attention to detail, responsiveness, and follow-through, with the ability to anticipate needs and take initiative.
- Strong written and verbal communication skills, including excellent proofreading skills and the ability to draft polished professional correspondence.
- Professional demeanor and ability to interact effectively with executives, board members, donors, community leaders, and other senior-level stakeholders.
- Demonstrated discretion and sound judgment when handling confidential and sensitive information.
- Experience with CRM, donor, constituent, membership, sales, or other relationship-management systems.
- Proficiency with Microsoft Office and comfort learning and utilizing new technology and digital tools.
- Ability to work independently, collaborate across departments, and occasionally work evenings and weekends.

Preferred Qualifications

- Experience directly supporting a CEO, Executive Director, or other senior executive.
- Experience with Salesforce or a comparable CRM platform.
- Experience in a nonprofit, foundation, development, constituent-relations, or similarly relationship-driven environment.
- Experience supporting donor relations, fundraising, business development, community relations, or other external engagement activities.
- Experience using AI and emerging technologies to support administrative work, communications, research, and workflow efficiency.
- Bachelor's degree in Business Administration, Communications, Nonprofit Management, or a related field.

Work Authorization

Candidates must be legally authorized to work in the United States at the time of application and throughout employment. The Mizel Institute does not provide employment visa sponsorship now or in the future.

Benefits

- Positive, mission-driven organizational culture
- Competitive salary and comprehensive benefits package, including:
 - Medical, Dental, and Vision coverage
 - HSA/FSA accounts
 - 403(b) retirement plan with employer match
 - Life, Short-Term, and Long-Term Disability Insurance



- Generous time-off policies: Vacation, Sick Leave, Holidays, Bereavement, Jury Duty, FMLA, and Military Leave
- Opportunities for professional development and team-building activities

Ready to make an impact?

If you're an exceptionally organized and proactive professional who takes pride in helping a busy executive stay ahead of priorities, relationships, and commitments, we'd like to hear from you.

Submit your cover letter and resume through www.tinyurl.com/ApplyForMI. Applications will be reviewed on a rolling basis.

Please note: All candidates must pass a background check. The Mizel Institute is an equal opportunity employer.