



## **Job Title: Executive Assistant to the Executive Director**

**Location:** North York

**Job Type:** Full-Time/hybrid

### **About Nankind**

In 2009 Audrey Guth, while undergoing her own cancer treatment, observed a young mom with a toddler on her lap. The young child reached up and pulled the scarf off this mom's bald head. Tears flowed from her gaunt face. As the owner of a Nanny Agency, Audrey realized that what this mom needed the most was childcare and respite. Against all odds, she created an organization that filled the gap in cancer care. Nankind helps families get through the most difficult time of their lives. Nankind is the only agency of its kind that supports families with free childcare, nutritious meals and psychosocial support. Since its inception, Nankind has helped thousands of families when they need it the most.

Nankind is a dedicated nonprofit organization that provides free childcare and relief to families undergoing cancer treatment. We enable strength through compassionate, community-driven care—delivered by professionals and Volunteer Angels, helping parents heal while their children are nurtured.

### **Why Nankind is a great place to work**

**You contribute to meaningful work that changes lives one child at a time.** As a not-for-profit organization, we are guided by our social mission and motivated to champion better support for families enduring a cancer journey. We have a strong moral compass and will always do what's right over what's easy.

**As Canada's only organization of its kind, we are visionaries who imagine the impossible.** We are always forward thinking; we love change and constant improvement and are not afraid to try new things. We love data and research to support our work.

**We invest in our employees** As we grow, we invest in our employees. We offer training and professional development opportunities to position our employees for growth. We encourage our employees to attend conferences and continue their education, and we help fund it.

**You are part of something bigger** Every one of our employees works for Nankind because they believe in our mission and most have experienced cancer either personally or with someone close. It's more than a job, it's a calling. Every employee contributes to changing the world one child at a time.

**Our purpose is rewarding but there is so much more, check these out:**

- **Flex days to recharge and a end of year shutdown**
- **Extensive health benefits**
- **Work from home Fridays**
- **An amazing team of 10 incredibly dedicated individuals who make today matter.**

## **The Role**

The Executive Assistant reports to the founder and Executive Director, Audrey Guth and serves as her right-hand person often acting as Chief of Staff. The successful candidate must have experienced a fast paced, dynamic environment where a high degree of professionalism, confidentiality, and flexibility are required.

This is an exciting opportunity to be an extension of the Executive Director's personal brand and to elevate the level of service and support to the team. The Executive Assistant will manage the complexities of the professional and personal needs of the Executive Director including calendar management, travel coordination, community engagement and supporting key strategic

We are seeking a proactive, highly organized, and mission-driven **Executive Assistant** to support our Executive Director. This is a pivotal role for someone who thrives in a fast-paced environment and is deeply motivated to support meaningful work. You will act as the right hand to the Executive Director, ensuring seamless administrative operations and enabling effective strategic focus.

## **Key Responsibilities**

### **Executive and Administrative Support**

- Manage calendars, schedule meetings, and coordinate appointments
- Screen and prioritize incoming emails, phone calls, and requests
- Prepare briefing documents, agendas, presentations, and reports
- Ensure administrative tasks are handled efficiently (filing, expense reports, travel coordination)
- Manage day to day facilities operations
- Manage HR records and onboarding of new staff

### **Board and Leadership Coordination**

- Assist in preparation for Board meetings, including document compilation and minutes
- Liaise with board members, donors, and key stakeholders on behalf of the Executive Director
- Maintain confidential files and records, including donor and partner information

### **Fundraising and Donor Management**

- Provide direct support to the Executive Director in planning and executing fundraising campaigns and donor engagement activities
- Manage and maintain fundraising software (e.g., CRM systems such as DonorPerfect, or to ensure accurate donor records and tracking
- Process and track donation deposits and acknowledgments and receipting.
- Support donor stewardship efforts by preparing thank-you letters, impact reports, and event follow-ups
- Conduct research on potential donors, corporate partners, and funding opportunities

### **Project and Event Support**

- Assist with the coordination of organizational initiatives and fundraising events
- Conduct research and prepare summaries and briefing notes for meetings and engagements

### **Communications and Liaison**

- Serve as a liaison to internal staff, external partners, and the broader community
- Maintain effective systems for information management and communication flow
- Build strong relationships with staff, board of directors, funders and community partners.
- Set the tone and elevate the standard for how the ED is represented in communications
- Craft elegant personalized communications such as handwritten notes, emails etc.

### **Qualifications**

- 3–5 years of experience in a senior administrative or executive support role
- Experience in nonprofit fundraising an asset
- Familiarity with fundraising or donor database software DonorPerfect an asset
- Exceptional organizational, time management, and multitasking skills
- Strong written and verbal English communication abilities
- High degree of discretion and confidentiality
- Proficiency in Microsoft Office Suite and tech savvy
- Driver with vehicle preferred

### **What We Offer**

- The opportunity to contribute to a meaningful mission that supports families in need
- A collaborative and supportive team culture
- Professional development opportunities
- Health benefits
- Hybrid work on Friday.
- Professional Development Opportunities
- Salary competitive depending on experience

**To Apply** Please send your resume and a cover letter detailing your interest and relevant experience to [a.guth@nankind.com](mailto:a.guth@nankind.com)

