



WE DELETE BLOOD CANCER

Title:	Executive Operations Assistant to US Country Manager
Department:	Executive
Key Areas:	Executive
Direct Report:	US Country Manager
Terms of Employment:	Full Time
Employee Category:	Exempt
Location:	New York, NY

ABOUT DKMS

DKMS is an international nonprofit organization dedicated to the fight against blood cancer and blood disorders by creating awareness, recruiting stem cell donors to provide a second chance at life, raising funds to match donor registration costs, and supporting the improvement of blood cancer therapies by our own research.

POSITION SUMMARY

The Executive Operations Assistant will provide professional support to the US Country Manager in both operational and conceptual tasks, ensuring smooth coordination of key initiatives and effective communication throughout the organization. This position entails high-level responsibilities, including preparing decisions, managing projects, providing advisory support on corporate strategies, and conducting analysis and reporting. All these efforts aim to assist the US Country Manager in achieving business objectives. The Executive Operations Assistant plays a vital role in enhancing the operational efficiency and strategic initiatives of DKMS US.

RESPONSIBILITIES

1. Strategic Support for the US Country Manager

- **Decision preparation:** Conduct research, analysis, and prepare decision-making materials on strategic topics.
- **Project management and coordination:** Plan, coordinate, and monitor strategic and cross-departmental projects on behalf of the US Country Manager-Medical
- **Advisory role:** Support the development and implementation of corporate strategies and initiatives.
- **Reporting:** Create management reports, KPI dashboards, and presentations.

2. Analytical and Administrative Responsibilities

- **Document management:** Review, coordinate, and archive key documents and agreements.
- **Reporting:** Manage the preparation, consolidation, and dissemination of reports, presentations, and documentation for internal and external stakeholders.
- **Monitoring:** Track project timelines, milestones, and deliverables, proactively identifying risks and supporting problem resolution.

3. Communication and Representation

- **Interface function:** Act as the central point of contact between the US Country Manager, department heads, and external stakeholders.
- **Facilitate effective communication and collaboration** between departments, ensuring alignment and timely follow-up on action items.
- **Operational Excellence:** Support continuous improvement of processes within the office to enhance operational efficiency and support the US Country Manager's expanded responsibilities.
- **Internal communication:** Draft and coordinate announcements, messages, and updates from the US Country Manager to employees.

4. Confidential and Other Tasks

- **Confidentiality:** Handle sensitive and confidential information with the utmost discretion.
- **Special projects:** Independently manage ad-hoc or high-priority tasks assigned by the US Country Manager for the overall benefit of the organization.

REQUIREMENTS/QUALIFICATIONS

- Bachelor's degree (or equivalent work experience)
- Minimum 5 years of consistent professional experience in high-level executive support
- Experience working independently and without supervision
- Commitment to public service, volunteering, or cause-oriented work
- Excellent written and verbal communication skills, especially as it relates to collaborating with team members remotely and speaking with stakeholders over the phone or video calls
- Possess strong interpersonal skills and high emotional intelligence
- Discrete and respectful of confidentiality
- Highly organized and resourceful
- Efficient, natural problem solver, multi-tasker, high level of focus on details. All the details, big and small, must be managed as flawlessly as possible
- Proficient with technology with an aptitude for learning new systems -- Microsoft Office Suite (i.e. Word, Excel, PowerPoint, etc.) essential.
- Must be proactive, extremely detail-oriented, and ready to pivot to address changing needs
- Ability to work on tight deadlines while producing high-quality work
- Available for early morning, evening, and/or weekend work as needed

To Apply: Please send resumes and cover letters to dkmsrecruiting@dkms.org and place "Executive Operations Assistant to US Country Manager" in the subject line.