



SENIOR EXECUTIVE ASSISTANT

Imagine Deliver is looking for a proactive, tech-savvy Senior Executive Assistant to support our COO and CEO. This is a critical role where you'll be the dependable force that keeps our founders on track. We need someone who can manage complex calendars with modern tools, handle high-volume scheduling, and maintain our CRM with precision. You're the "lightning in a bottle" who figures things out on the fly, coordinates travel and last-minute errands, and makes sure everyone who interacts with Imagine Deliver feels important, connected, seen, and supported.

This full-time position is based in Minnesota and operates under a flexible hybrid model. It requires a strong in-person presence when necessary. You will report directly to the COO.

Who We Are – Warm, Competitive, and Ready to Act

At Imagine Deliver, we strive to keep our culture both warm and supportive—even as we move fast and work hard. We're a down-to-earth team that knows we always have something to learn, and we value leaders who take initiative, set clear goals from day one, and confidently guide our experienced, creative team. We're proud of our work ethic (and we're not afraid to admit it), but we also know that a little humility and humor goes a long way. If you're ready to jump in, hold yourself accountable, and lead by example, we'd love to hear from you.



What You'll Do

Daily Responsibilities

Calendar & Communication Management

- **Master Scheduling:** Own and optimize the busy calendars for our CEO and COO, ensuring every meeting is efficiently arranged and rescheduled as needed.
- **Inbox & Communication:** You keep our inbox at zero by diligently screening, prioritizing, and managing emails and calls—so nothing important is missed.
- **Time Guardian:** Serve as the dedicated and caring gatekeeper for our founders' time, allowing them to focus on strategic priorities while you handle the details.

Growth Support & CRM Management

- **CRM Maintenance:** Use HubSpot and MixMax to keep our CRM up to date, manage targeted contact lists, and support outreach efforts.
- **High-Volume Outreach:** Coordinate introductory, growth, and follow-up communications that drive our business development and nurture key relationships.
- **Research & Reporting:** Conduct thorough research and produce clear, actionable reports to guide our growth initiatives.

Operational Coordination & Logistics

- **Efficient Logistics:** Coordinate travel arrangements, manage meeting logistics, and handle local errands to ensure our operations run smoothly.
- **Tech & Tool Adoption:** Leverage AI and the latest productivity tools to streamline workflows and boost overall efficiency.
- **Daily Briefings:** Kick off each day with a concise, actionable rundown for our COO to set priorities and align the team.

Team Support, Personal Touch & Public Engagement

- **Internal Collaboration:** Work closely with team members to ensure all projects and special initiatives are executed on time.
- **Media & Content Assistance:** Film and produce social media content (video and photography) that captures leadership and firm-wide moments and showcases our dynamic culture.
- **Polished Communication:** Draft clear and professional correspondence that reflects our user-centered approach.



- **Personal Touch & Digital Organization:** Add thoughtful touches—like writing sincere thank-you notes and managing a pristine digital filing system—to ensure every interaction with Imagine Deliver feels warm and personal.

Approximate Role Breakdown

- 40%: Administrative, Scheduling & Operational Coordination
- 40%: Growth Support, CRM Management & External Engagement
- 20%: Research, Reporting & Special Projects

What We Offer

Compensation, Benefits, and Work Arrangements

- Base Salary: \$70,000 – \$90,000/year
We will not extend an offer outside this range; most candidates can expect a mid-range offer based on experience and fit.
- Benefits: Comprehensive healthcare, dental, 401K, and generous paid time off.
- Hybrid Work Model: A flexible arrangement with a strong in-person presence when needed.
- Professional Growth: Continuous training and access to cutting-edge productivity tools to keep you ahead of the curve.

Who You Are

Experience & Qualifications:

- **8+ years** of executive support, administrative, or project coordination experience in a demanding, fast-paced environment.
- Proven success managing complex, high-volume scheduling and communications at a high level.
- **Essential:** You must have reliable personal transportation and the necessary support systems—such as secure full-time childcare—to consistently meet the needs of this role. This position requires punctuality, flexibility, and the ability to handle occasional travel.

Core Skills:

- Exceptional organizational skills with a knack for managing multifaceted, dynamic



scheduling.

- Proficiency with modern tools such as HubSpot, MixMax, Monday.com, and Google Workspace.
- Excellent written and verbal communication skills—confident in reaching out to top-tier contacts.
- Strong research and analytical skills to transform data into clear, actionable insights.

Attributes:

- A “get it done” attitude—if you’re not ready to roll up your sleeves and make things happen, this isn’t the role for you.
- Consistently reliable and always present—if you say you’ll do something, you do it.
- Polished and discreet, with a firm commitment to protecting our leadership’s time.
- Tech-forward and enthusiastic about using AI and modern productivity tools to enhance efficiency.
- Warm and personable—genuinely dedicated to making everyone who interacts with Imagine Deliver feel seen and cared for.
- Excellent manners and a great bedside manner—able to interact respectfully and thoughtfully with everyone.
- Proactive, assertive, and ready to keep our operations and growth initiatives on track.

How to Apply

1. One-page resume (or a link to your complete and descriptive LinkedIn profile)
2. Cover letter: Tell us why you’re excited about this role—what sparks your passion and how your experience beats or meets the requirements we’ve listed.

Send materials to talent@imaginedeliver.com with “Senior Executive Assistant” in the subject line. Interviews will be conducted on a rolling basis until the position is filled.

What Success Looks Like

- **Seamless Operations:** Our calendars run flawlessly, our inbox is always in order, and no critical communication is missed—allowing our leadership to focus on what matters most.
- **Protected Leadership Time:** Our COO and CEO can dedicate themselves to strategic priorities because your proactive management keeps their schedules optimized and free from unnecessary disruptions.



- **Effective Growth Support:** Our CRM is well maintained, and our outreach consistently generates new business opportunities, fueling steady growth.
- **Daily Alignment:** Every day starts with a clear, actionable briefing that sets the tone for a productive day.
- **Personal Touch:** Every interaction—whether it’s a thoughtful thank-you note, a well-organized digital file, or a kind word—leaves colleagues and clients feeling genuinely seen and valued.
- **Innovation in Action:** You continuously leverage AI and the latest productivity tools to streamline workflows, staying ahead of the curve and ensuring our operations are always efficient.
- **Dependable Excellence:** Colleagues and external partners alike recognize you as the reliable, polished force that gets things done, keeping our leadership sharp and our growth initiatives on track.

About Imagine Deliver

Imagine Deliver is an award-winning, woman-owned B Corp based in Minneapolis, dedicated to transforming civic and social systems toward bold, innovative futures for everyone. As a national leader in user-centered design, engagement, and insights, we partner with clients in community development, philanthropy, government, healthcare, and financial services to take bold action together and create systems where everyone thrives.

For more information, visit imagedeliver.com

219 SE Main Street, Suite 300

Minneapolis, MN 55414

(612) 200-2349 | hello@imagedeliver.com

Equal Employment Opportunity

Imagine Deliver is an equal-opportunity employer. We base all employment decisions on qualifications, merit, and business needs. We do not discriminate on the basis of race, color, religion, sex, national origin, sexual orientation, gender identity, disability status, age, or any other protected characteristic as defined by law. We value fresh ideas and unique perspectives, and we welcome candidates who can contribute to a rich variety of viewpoints and experiences. All qualified applicants are encouraged to apply.

