

MUTTVILLE SENIOR DOG RESCUE

Executive Assistant

Position Title: Executive Assistant

Job Type, Classification: Full-time, Non-Exempt

Reports To: Chief Executive Officer

Date: April 2026

ABOUT MUTTVILLE

Muttville is a pioneering nonprofit dedicated to rescuing senior dogs — the most vulnerable animals in the shelter system. As California's first senior-dog-focused rescue, we have transformed how the world sees older dogs, making them highly sought-after companions and setting the standard for senior dog rescue nationwide. Since 2007, we have rescued over 14,000 dogs, creating lasting impact every day.

Our free-roaming, joyful rescue environment is as innovative as it is compassionate. With a \$9.1 million annual operating budget and programs spanning adoption, foster care, hospice, and veterinary care — all recognized nationally for their impact — Muttville is a dynamic, high-performing organization led by people who care deeply about what they do.

WORKING AT MUTTVILLE

We foster an innovative, team-driven culture filled with optimism and a deep commitment to animals and community. At Muttville, creativity and collaboration are expected, and every team member's contributions are valued. We hold ourselves to a high standard — because the dogs and people we serve deserve nothing less.

POSITION SUMMARY

Muttville is seeking a highly organized, proactive, and mission-aligned Executive Assistant to support our CEO and, secondarily, our leadership team. This is a unique opportunity to work at the center of a dynamic nonprofit organization — contributing directly to the effectiveness of senior leadership and the broader mission of saving senior dogs.

Our CEO is primarily focused on donor engagement and driving Muttville's vision and strategic priorities. The Executive Assistant plays a critical role in supporting these efforts, ensuring the CEO is organized, prepared, and available to focus on what moves the mission forward most.

The ideal candidate is a natural organizer who anticipates needs, communicates with warmth and professionalism, and thrives in a fast-paced, people-centered environment. You are discreet, detail-oriented, and energized by being the one who keeps things running smoothly behind the scenes.

KEY RESPONSIBILITIES

CEO Support

- Prepare agendas, briefing materials, and follow-up notes for meetings and key engagements
- Assist in tracking and supporting progress on strategic priorities and key initiatives on behalf of the CEO
- Draft, proofread, and manage correspondence on behalf of the CEO
- Track action items and follow through on commitments to ensure nothing falls through the cracks
- Manage the CEO's calendar, scheduling, and meeting coordination with professionalism and sound prioritization
- Coordinate travel arrangements, logistics, and itineraries
- Serve as a warm and professional contact for the CEO's internal and external communications

Leadership Team Support

- Provide scheduling and administrative support to the leadership team as needed
- Assist with preparation of materials for board meetings, all-staff gatherings, and leadership offsites
- Support coordination of cross-functional projects and organizational initiatives

Office & Organizational Support

- Manage special projects and administrative tasks that support organizational priorities
- Maintain organized systems for documents, files, and records
- Represent Muttville's values and culture in every interaction
- Support room set up for meetings including ordering catering and supplies as needed
- Support additional duties as needed

SKILLS & EXPERIENCE

- Minimum of 3+ years of experience in an administrative, executive support, or coordination role
- Exceptional organizational skills with strong attention to detail and the ability to manage competing priorities
- Strong written and verbal communication skills with a warm, professional tone
- Ability to handle sensitive and confidential information with the highest level of discretion and integrity
- Proactive, self-directed work style with the ability to anticipate needs and act without being asked
- Genuine enthusiasm for Muttville's mission and a dog-friendly work environment
- Comfort with discussions involving euthanasia decisions grounded in quality of life, public safety, and responsible risk mitigation

PREFERRED QUALIFICATIONS

- Experience supporting senior leaders in a nonprofit or mission-driven organization
- Proficiency in Google Workspace (Gmail, Sheets, Docs, Calendar); and familiarity with project management tools such as Asana or similar platforms

SCHEDULE AND LOCATION

- Full-time, Monday through Friday with occasional evenings or weekends for special events
- Primarily on-site at Muttville's San Francisco campus, with approximately 20% flexibility for hybrid work

SALARY & BENEFITS

The starting salary for this full-time, exempt position is \$70,000-\$90,000, depending on experience.

Muttville offers competitive salaries and a comprehensive benefits package for regular, full-time employees, including health, dental, and vision insurance; a 401(k) plan with match; life insurance; long-term disability; an Employee Assistance Program; paid time off; a FITNESS SF membership; and support for continuing education.

TO APPLY: Please send your cover letter and resume to jobs@muttville.org.

BACKGROUND CHECK

Employment is contingent upon the successful completion of a background check.

COMMITMENT TO INCLUSION

Muttville is dedicated to fostering an inclusive and diverse workplace. We encourage applicants from all backgrounds to apply.