



Executive Administrative Assistant to the CFOIA (Chief Fiscal Integrity Analyst Officer)

Wings CRS is seeking resumes for several energetic, competent Executive Administrative Assistants with experience supporting a CFOIAO, to join this unique, life-saving global start-up.

While we love candidates with experience, we love ATTITUDE more! Attitude empowered with empathy, securely within the heart of a servant-leader who is a strongly intuitive, confident self-starter, out-of-the-box thinker, supportive team player, and capable problem solver, not a problem creator. Our ideal candidate possesses exceptional communication skills, loves people no matter what race, religion, or ethnicity, and is unafraid to tackle any task, or to travel to the four corners of the earth to do a purposed work that is greater than themselves, and above all, is deeply passionate and committed to saving lives.

You will work on a one-to-one basis on a variety of tasks related to the CFO's working life and communications, providing personalized secretarial and administrative support in a well-organized and timely manner. International travel will be required to support executive operations.

Reports To:

Chief Fiscal Integrity Analyst Officer (CFIAO)

Position Summary:

The Executive Administrative Assistant to the Chief Fiscal Integrity Analyst Officer is an elite-level administrative leader positioned as the **third key member** of the Executive Triad within the Office of Fiscal Integrity & Analysis. This role is not traditional—it is transformational. With executive authority and deep involvement in high-level strategy, financial integrity, and cross-division coordination, this individual acts as a force multiplier, using advanced technology, artificial intelligence, and strategic insight to support and accelerate Wings CRS' mission to become a global powerhouse in catastrophe response and humanitarian excellence.

This is not just about organizing calendars—it's about organizing **impact**.

Key Duties & Responsibilities:

1. Executive Strategic Support

- Serve as a strategic partner to the CFIAO, participating in executive decision-making processes.
- Manage, prepare, and edit high-level financial reports, executive briefings, internal audits, and cross-functional data sets for global presentation.
- Attend high-level meetings with the CFIAO, draft agendas, record critical action items, and ensure completion of follow-up deliverables.
- Collaborate with the CEO's office and Global Directors across all departments to ensure financial alignment with operational goals.

2. Advanced A.I. Integration & Analytics

- Leverage artificial intelligence platforms to automate data compilation, fiscal reporting, compliance tracking, and operational performance dashboards.
- Translate financial data into visual presentations, predictive models, and scenario planning tools.
- Innovate and implement new A.I.-assisted workflows to streamline global processes and save mission-critical time.

3. Communication & Confidential Coordination

- Maintain absolute confidentiality in handling executive-level communications and data.
- Draft, refine, and disseminate internal communications, presentations, executive memos, and external partner correspondence.
- Coordinate the scheduling, logistics, and documentation of international financial reviews, audits, and donor reporting sessions.

4. Operational Efficiency & Executive Readiness

- Ensure the CFIAO is fully briefed, prepared, and equipped for all executive functions, public addresses, and field deployments.
 - Track strategic initiatives, deadlines, and critical KPIs for the Office of Fiscal Integrity & Analysis.
 - Manage executive filing systems, decision logs, and secure data protocols for all financial records.
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Requirements & Qualifications:

Education:

- Bachelor's degree in Business Administration, Finance, Public Policy, or a related field required.
- Advanced training in A.I. platforms, data analytics, or executive administration highly preferred.

Experience:

- Minimum 5–7 years of executive administrative experience, ideally supporting C-Suite or senior-level financial leaders.
- Demonstrated ability to manage sensitive information with discretion and strategic judgment.
- Prior experience in humanitarian organizations, disaster response, military, or mission-critical environments is a plus.

Skills & Competencies:

- Mastery in executive presentation design (PowerPoint, Keynote, or equivalent).
- Strong command of A.I. platforms (ChatGPT, Tableau, Notion, etc.) for research, financial modeling, and automation.
- Financial literacy and the ability to quickly learn and apply complex financial concepts.
- Supreme attention to detail, adaptability, emotional intelligence, and diplomacy.
- A mindset of mission ownership, personal integrity, and relentless follow-through.

Other Requirements:

- Must have a valid passport and be available for occasional global travel.
- Must be mission-driven, solutions-oriented, and thrive in a high-accountability, high-impact culture.
- Willing to work extended hours as needed during peak fiscal review periods or operational surges.

Why This Role Matters:

You're not just assisting—you're **architecting the future** of financial integrity at Wings CRS. Your work will directly influence the flow of resources that **save lives**, respond to disasters, and build sustainable communities. You will be at the nexus of innovation, leadership, and humanitarian excellence.

Hiring Location: Boerne, Texas

Compensation & Benefits

Please see our Recruiting page on our website for the list of current benefits.

Wings CRS is an EEOC company.

Wings CRS is fully committed to promoting wellness to create both a healthy and safe environment for all employees, volunteers, patients, and visitors.

In addition, Wings CRS has a LIMITED TOBACCO PRODUCT USE policy, and will not hire individuals who use or test positive for nicotine products. Candidates who desire to cease the use of nicotine products as a condition of their employment must agree to complete a nicotine cessation program under the guidance and monitoring of Wings CRS health professionals.

All candidates must go through an extensive evaluation to include thorough background checks, as well as drug, alcohol, and nicotine testing, as a precondition of their employment, and all employees must submit to random substance testing as a condition of their employment.