

Meet Amanda Faulkenberg

Executive Manager

Education: DePauw University, B.A.
Affiliation: Alpha Chi Omega
Email: amanda@npcwomen.org



The executive manager is responsible for providing executive-level support to the CEO and board of directors, preparing for all governance meetings, planning special events and meetings and supervising select administrative staff.

Specifically, Amanda is responsible for:

- Serving as primary point of contact for CEO.
- Anticipating and preparing materials needed for correspondence, appointments, meetings, calls, etc.
- Assisting CEO with official minutes from all Board of Directors and Council of Delegates meetings, conference calls and special meetings.
- Handling confidential and non-routine information for the CEO.
- Assisting in developing operational efficiencies within the NPC office.
- Managing hiring and onboarding logistics for new staff.
- Supervising administrative support staff.
- Providing project management and logistical direction for all major events, including NPC's annual educational conference, College Panhellenic Academy and other meetings/trainings.
- Developing protocols and timelines for meeting/event planning including staff and volunteers.
- Partnering with accountant and staff leadership to propose budgets and related fees for event registration.
- Liaising with hotel, restaurant and venue representatives to manage needs of NPC and attendees.
- Collecting and analyze data relevant to the work of NPC and membership in our organizations.
- Meeting with a range of constituents and stakeholders; advise CEO on opportunities for engagement and next steps.

Top five strengths according to StrengthsFinder assessment:

- Discipline
- Analytical
- Input
- Deliberative
- Intellection