JOB DESCRIPTION

Executive Assistant to the President & CEO

DEPARTMENT: Executive Management
Reports to: President & CEO

Part 1: Position Summary

The Executive Assistant provides executive-level support to the President & CEO. The Executive Assistant also serves as a liaison to the Board of Directors. The ideal individual will have the ability to exercise good judgment in a variety of situations, with strong written and verbal communication, administrative, organizational and people skills, and the ability to balance multiple priorities. The Executive Assistant will have the ability to work independently on projects, from conception to completion, and must be able to work under pressure at times to handle a wide variety of activities and confidential matters with discretion.

Part 2: Duties and Responsibilities

- Serves as the President & CEO's liaison to the Board and communicates directly, and on behalf of the President & CEO, with Board members.
- Assists President & CEO to ensure compliance with the Association's bylaws, and applicable policies, when carrying out Board and Board committee matters, including advanced distribution of materials before meetings.
- Completes a broad variety of administrative tasks for the President & CEO, including taking minutes at Board meetings, certain Board committee meetings, and other meetings as assigned; managing an extremely active calendar of appointments; completing expense reports; composing and preparing correspondence that is sometimes confidential; arranging complex and detailed travel plans, itineraries, and agendas; and compiling documents for travel-related meetings.
- Works closely and effectively with the President & CEO to keep him/her well informed of upcoming commitments and responsibilities, following up appropriately.
- Assists President and CEO with administrative matters related to internal management of the organization (which can be confidential).
- Acts as liaison for President & CEO with staff, maintaining good working relationships with staff supervised by President & CEO and throughout the organization and exercising good judgment and discretion.
- Develops and manages the Executive Management departmental operating budget, and reports to the CEO on the status of this budget.
- Some travel required.
- Ability to work overtime as needed.
- Performs other duties as assigned by President & CEO.

Part 3: Qualifications

- Degree from a 4-year college or university preferred.
- Five or more years of experience supporting C-level executives, preferably in a non-profit organization.
- Professional demeanor, strong judgement, maturity and interpersonal skills.
- Ability to provide exceptional internal and external customer service to the President & CEO, Association staff, Board members, Association members, and others.

- Experience with planning and managing budgets.
- Experience in planning and supporting on-site and off-site meetings, including selection of menus, dealing with hotel staff/AV technicians at meeting site, and management of associated expenses.
- A well-organized and self-directed individual, with exceptional time management skills, including the ability to work under tight deadlines, prioritize and efficiently manage multiple, complex projects.
- Positive attitude with the ability to handle a variety of issues and individuals on staff and outside the office with tact and courtesy.
- Excellent demonstrated oral and written communication skills.
- Proficiency in Microsoft Office (Outlook, Word, Excel, and Power Point) and Adobe Acrobat required; proficiency with SharePoint and cloud-based corporate board portals helpful.
- Familiarity with the taking of corporate minutes and use of Roberts' Rules of Order.