

## **Executive Assistant to the President/CEO**

### **Position Summary:**

Reporting directly to the President and CEO, the Executive Assistant to the President/CEO provides executive, administrative, and development support to the President and Board of Directors, as well as the Senior Leadership Team. The Executive Assistant serves as the primary point of contact for internal and external constituencies on all matters pertaining to the President. The Executive Assistant serves as a liaison to the Board of Directors and senior management teams; organizes and coordinates executive outreach and external relations efforts; and oversees special projects. This is an ideal opportunity for someone interested in Arts/Non-Profit Management, or in community service organizations.

### **Responsibilities:**

#### **Executive Support**

1. Assists the President/CEO with daily administrative duties and completes a broad variety of administrative tasks that include managing an active calendar of appointments; completing expense reports; composing and preparing correspondence; arranging complex and detailed travel plans, itineraries and agendas and compiling documents for meetings.
2. Communicates with the general staff on the President/CEO's behalf and coordinates logistics with high-level meetings both internally and externally. Coordinates meetings and strategic activities with the senior management team and staff.
3. Communicates directly and on behalf of the President/CEO with Board members, donors, foundation staff, and others on matters related to programmatic initiatives as directed.
4. Supports President/CEO in his/her external commitments related to TFO.

#### **Board Support and Liaison**

1. Serves as the President's administrative liaison to the Board of Directors and manages Board activities, which include coordinating Board meetings, new Board member orientations, compiling, assembling, and distributing Board meeting materials.
2. Maintain all executive records including taking and producing minutes of all board meetings as required.
3. Coordinates Executive, Finance, Governance and Audit Committee meetings, maintains confidential files and contact information; coordinates meetings, conferences, and committees both on and off site to support the President's agenda.

### **Management Liaison**

1. Assisting with mailings, e-mail newsletters, and website updates, including opportunities to write content under the direction of other staff.
2. Take active role in staff activities and support senior management with special projects.
3. Maintain and coordinate meetings as necessary with senior management or staff.

### **Other Responsibilities**

1. Provide assistance to front desk operations to include but not limited to, answering phones, accepting packages and other deliveries and greeting visitors/guests.
2. Working occasional evenings to assist in preparing for and overseeing board meetings, and if needed special donor events and concerts.
3. Coordinate with Human Resource Manager with general operations support including supplies, technology or other service providers.
4. Support in tracking staff schedules.
5. Tracking receipts and completing expense reports/financial documents for the President/CEO to assist the financial department.

### **Experience & Education:**

1. Bachelor's degree from accredited university.
2. Strong organizational skills that reflect ability to perform and prioritize multiple tasks seamlessly with excellent attention to detail.
3. Five to eight years providing support for upper-level management in a not for profit organization.
4. Have excellent written and verbal communications skills.
5. Be able to generate and edit written documents to exacting standards.
6. Be extremely organized and efficient.
7. Multi-task with ease, and be able to shift priorities quickly and pro-actively as needed.
8. Be proficient in standard office software and able to learn specialty software.
9. Enjoy working with Board Members, donors, and other VIPs, and will do so with professionalism and tact.