Executive Assistant

The Executive Assistant supports the mission of the Museum through support for the President/CEO, Board of Directors, and executive leadership team. This position is the primary point of contact for internal and external constituents on all matters pertaining to the office of the President/CEO and demonstrates commitment to providing outstanding service to a variety of staff, volunteers, and stakeholders.

The Executive Assistant must enjoy working in a team environment that is mission-driven, results-driven, and community-oriented. The ideal candidate exercises good judgment in a variety of situations, with strong written and verbal communication, administrative, and organizational skills, and the ability to balance multiple priorities. The Executive Assistant completes a broad variety of administrative tasks for the President/CEO, including responsibility for coordination of meetings, logistics, correspondence, advance preparation of materials, and follow-up activities. This position is full-time, non-exempt and benefits eligible.

Responsibilities:

For the President/CEO:

- Works closely and effectively with the President/CEO to keeping them well informed of upcoming commitments and responsibilities, following up appropriately.
- Acts as liaison for the President/CEO with staff throughout the organization and exercises good judgment and discretion.
- Represents the President/CEO by welcoming visitors; answering questions and responding requests.
- Administers correspondence, manages incoming calls, and prioritizes phone messages, emails and mail. Handles all calls and visitors with professionalism.
- Create and maintain a system to accurately tracks expenses for President/CEO. Processes and submits receipts accurately and on schedule.
- Makes travel arrangements for the President/CEO and senior staff as needed and prepares expense reports.
- Conducts research and prepares reports, forms, charts or other documents as requested.
- Maintains electronic and physical filing systems for the President/CEO.
- Uploads documents to the Museum’s webpage.
- Works in a professional and focused manner to schedule internal and external meetings.
- Uses Outlook, Word, Excel and PowerPoint to produce materials for internal and external meetings and presentations.

For the Board of Directors:

- Serves as the President/CEO’s liaison to the Board of Directors and communicates directly on their behalf, with board members.
- Responds to inquiries and needs of board members in a timely fashion.
• Functions as recording secretary to the Board of Directors. Assists in preparing agendas, prepares and mails board packets, coordinates details for meetings and other functions, attends meetings, takes and transcribes minutes, maintains and updates minutes’ books and files.
• Schedules meetings and maintains calendar for board, executive committee, and board committees.
• Prepares e-newsletters to the board by gathering information, preparing and editing, designing graphic presentation, producing and distributing as directed by the President/CEO.
• Prepares for meetings including ordering lunch, booking conference rooms, setting up technology
• Distributes meeting minutes, agendas, and meeting packages in a timely manner.

For External Relations:
• Supports VP for External Relations and other fundraising staff through data management and gift and activity tracking using Altru software.
• Assists with donor stewardship including production of thank you letters, member fulfillment packets, pledge tracking and payments and other tasks as needed.
• Coordinate, recommend and act to fulfill grants and reporting requirements as requested by the President/CEO and Executive Team

General
• Creates and maintains a system to ensure dependable follow up of open items, along with a high level of organization and preparedness.
• Answers the phone at reception and greets incoming visitors, as needed.
• Provides back-up support for the Operations Associate in answering phones, mail processing and other duties.
• Other duties as assigned.

Qualified candidates will have:
• Professional demeanor, strong judgment, and interpersonal skills.
• Positive attitude with the ability to handle a variety of issues and individuals on staff and outside the office with tact and courtesy.
• Well-organized and self-directed with exceptional time management skills, including the ability to work under tight deadlines, prioritize and efficiently manage multiple tasks and projects.
• Proactive; actively seeks opportunities and proposes solutions.
• Strong verbal and written skills. Ability to write reports, correspondence, and minutes.
• Ability and desire to work with cross-functional teams fostering teamwork as a relationship builder.
• Demonstrated professionalism, with the ability to work with high level board/government officials
• Proficiency in Microsoft Office and Adobe Acrobat. Experience in database data entry and report generation
• Demonstrated ability to work independently
• Ability to maintain a high degree of confidentiality
• Ability to work occasional evenings and weekends
• BA/BS or advanced degree desired
• Experience with Altru software helpful
• Non-profit experience and/or Board of Directors interactions
• Interest in science and science education
• Experience with customer relations
• Familiarity with taking and transcribing minutes of meetings desired
• Previous experience in the role of executive assistant helpful
• Proficiency with SharePoint and social media platforms

Interested candidates should submit a resume and cover letter to jobs.opportunities@ncmls.org.