

Executive Assistant to the President & CEO



INCUMBENT: Vacant
REPORTS TO: President & CEO
LOCATION: Bowling Green, KY
STATUS: Full-time, Exempt, Hybrid
DATE: March 2, 2023

DESCRIPTION

Reporting directly to the President & CEO, the Executive Assistant provides executive support in a one-on-one working relationship. The Executive Assistant serves as the primary point of contact for internal and external constituencies on all matters pertaining to the Office of the President. This role also 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. The Executive Assistant must be creative and enjoy working within a small, entrepreneurial environment that is mission-driven, results-driven and community-oriented. The ideal individual will have the ability to exercise good judgment in a variety of situations. Strong written and verbal communication, excellent administrative and organizational skills, and the ability to maintain a realistic balance among multiple priorities are critical in this role. 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.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Executive Support

- Completes a broad variety of administrative tasks for the President & CEO including: managing an extremely active calendar of appointments; completing expense reports; composing and preparing correspondence that is sometimes confidential; arranging complex and detailed travel plans, creating itineraries and agendas; and compiling documents for travel-related meetings.
- Plans, coordinates, and ensures the President's schedule is followed and respected by serving in a "gatekeeper" and "gateway" role to create win-win situations for direct access to the President's time and office.
- Communicates directly and on behalf of the President with board members, donors, and others on matters related to the President's programmatic initiatives.
- Researches, prioritizes, and follows up on incoming issues and concerns addressed to the President, including those of a sensitive or confidential nature, and determines appropriate course of action, referral, or response.
- Provides a bridge for smooth communication between the President's office and internal departments while demonstrating leadership to maintain credibility, trust and support with senior management staff.
- Works closely and effectively with the President to keep them well informed of upcoming commitments and responsibilities and follows up appropriately; thus, they act as a "barometer," having a sense for the issues taking place in the environment, and keeps the President updated.
- Provides leadership to build relationships crucial to the success of the organization, and manages a variety of special projects for the President, some of which may have organizational impact.

- Completes critical aspects of deliverables with a hands-on approach, including drafting acknowledgement letters, personal correspondence, and other tasks that facilitate the President's ability to effectively lead the company.
- Prioritizes conflicting needs; handles concerns expeditiously and proactively; and follows through on projects to successful completion, often with deadline pressure.

Board Support and Liaison

- Serves as the President's administrative liaison to National Corvette Museum's board of directors.
- Assists board members with travel arrangements, lodging, and meal planning as needed.
- Maintains discretion and confidentiality in relationships with all board members.
- Adheres to compliance with applicable rules and regulations set in bylaws regarding board and board committee matters, including advance distribution of materials before meetings in electronic/paper format.
- Plans all logistical elements of quarterly board meetings and yearly retreat.

Senior Management Liaison

- Participates as an adjunct member of the leadership team including assisting in scheduling meetings and attending all meetings.
- Assists in coordinating the agenda of senior management team meetings and off-sites, and all staff meetings.

Communications, Partnerships, and Outreach

- Ensures that the President's bio is updated and responds to requests for materials regarding the President and the organization in general.
- Edits and completes first drafts for written communications to external stakeholders in coordination with Marketing and Development teams.

Strategic Initiatives

- Works with the Development team in coordinating the President's outreach activities.
- Follows up on contacts made by the President and supports the cultivation of ongoing relationships.
- Edits all letters, as well as creates acknowledgement letters from the President to donors in coordination with the Development team.

Qualifications

- Superb organizational skills that reflect the ability to perform and prioritize multiple tasks seamlessly with excellent attention to detail.
- Exceptional interpersonal skills and the ability to build relationships with stakeholders, including staff, board members, external partners, and donors.
- Expert written and verbal communication skills, including strong presentation-building skills.
- Demonstrated initiative-taking approaches to problem-solving with strong decision-making capability.
- Emotionally intelligent.
- Highly resourceful team-player, with the ability to also be extremely effective independently.
- Adept at managing confidential information with discretion.
- Adaptable to various competing demands and able to deliver the highest level of

customer/client service and response.

- Demonstrated event planning success.
- Proven ability to achieve high performance goals and meet deadlines in a fast-paced environment.
- Forward-thinking and actively seeks opportunities and proposes solutions.

Education and Experience Requirements

- Associate degree required. Bachelor's degree preferred.
- Strong work tenure: 5 to 10 years of experience supporting C-Level Executives, preferably in a non-profit organization.
- Experience and interest in internal and external communications, partnership development, and fundraising.
- Proficient in Microsoft Office (Outlook, Word, Excel, and Power Point), Adobe Acrobat, and social media platforms.