



JOB DESCRIPTION

TITLE: Executive Assistant

EMPLOYMENT CATEGORY: Exempt, Salaried / Full Time (40 hours/week)

COMPENSATION: \$40k - \$44k

REPORTS TO: President/CEO and Senior Vice President, Membership, Communications, Engagement

POSITION SUMMARY:

The Executive Assistant is responsible for supporting the operations of the President's Office for Historic Annapolis, with particular attention on serving as the first line of communication for the organization. He/she will report to the President and CEO, but will also take direction from the Senior Vice President of Membership, Communications, and Engagement. He/she will interact with the organization's various departments, as well as a variety of others including Board members, the public, vendors, and prospective donors. Essential duties and responsibilities will focus on proactively supporting high-level administrative needs of the President and the Development and Marketing Departments, as well as assisting with organization-wide communication and functionality.

MAJOR RESPONSIBILITIES:

President

- Setting and maintaining the President's calendar on a daily basis
- Providing meeting reminders and assembling briefing information
- Answering incoming calls for President
- Drafting letters, processing expenses, and making business arrangements for the President as needed
- Greeting visitors coming to see the President on a daily basis

Board Liaison

- Maintaining accurate and up-to-date contact and term information
- Assisting with setting agendas for Board Meetings
- Compiling Board briefing books and distributing, and creating presentations as needed
- Working with the President and Senior VP of Communications to serve as primary contact for communication with Board
- Coordinating meeting logistics and taking minutes at Board meetings

- Providing support to Board Committees as needed (i.e. assist with coordinating subcommittee meetings and Executive Committee meetings and provide reminders as needed)

Administrative

- Setting meeting agendas, taking minutes and distributing
- Keeping an ongoing inventory of paper supplies (i.e. brochures, envelopes, letterhead, etc.)
- Responsible for ordering and organizing supplies, copier maintenance, postage machine, and sorting mail for the organization
- Answering the Historic Annapolis main phone line, as well as assisting walk-in guests
- Providing administrative assistance to senior staff (photocopying, filing, data entry, etc.)
- Providing support to program related events as needed (some after-hours), including tracking RSVPs
- Keeping organizational information up-to-date (staff contact list, community impact sheet, etc.)
- Keeping the organizational chart up-to-date in conjunction with HR
- Keeping the public areas of the office well organized and tidy
- Maintaining ongoing list of professional organizations; track memberships and conference schedules
- Maintaining records in Altru database as needed
- Assisting Development and Marketing with bulk mailings
- Plan and facilitate annual staff-wide events such as Holiday Party and Summer Picnic
- Draft and send weekly staff information updates

Communications

- Keeping an ongoing electronic catalogue of all press releases, articles, and newspaper clippings
- Working closely with Development and Marketing to develop and update website content on a regular basis, to include conducting a weekly review of content and calendar to ensure web information is up-to-date
- Maintaining accurate information for events on community calendars
- Keeping log of preservation stories that can be shared and promoted with other heritage organizations

JOB SKILLS, KNOWLEDGE AND EDUCATION:

- 4-year undergraduate degree, prefer fields of study related to historic preservation, history, museums. In lieu of degree, candidates may substitute two to three years' experience in administration or development
- Experience supporting executive-level activities in a nonprofit or office setting including working with senior staff, donors, and Board members
- Ability to work with confidential information in a professional manner and interface tactfully and effectively with a diverse population of visitors, staff and donors
- Excellent customer service, time management and organization abilities with exceptional oral and written communication skills
- Proficiency in Microsoft Word, Excel, Power Point, Outlook 365 and a donor database system, preferably Altru/Blackbaud
- Ability to multi-task, set priorities, and work independently with great attention to detail and consistently meet deadlines
- Willingness to function as a team player, including working evenings and weekends as needed for special events
- Ability to lift 20 pounds
- Dedicated commitment to the philosophy and mission of Historic Annapolis

WORK ENVIRONMENT and BENEFITS:

The physical work environment will primarily be an office setting within a historic house. The job is not incredibly physically demanding, but the candidate may need to be on his/her feet during events. On occasion, he/she will also need to work evening and weekends and under pressure to meet deadlines.

This exempt position offers a full benefits package including paid leave, holidays and health coverage. The position salary is commensurate with experience.

Interested applicants should send a resume, cover letter, and salary requirements to lucy.mikhailova@annapolis.org by January 15, 2021.