



## **Job Posting: Executive Assistant to the President and CEO**

### **Job Description**

Reporting directly to the President and 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. The Executive Assistant also serves as a liaison to the board of directors and oversees special projects.

The ideal individual will have the ability to exercise good judgment in a variety of situations, with strong written and verbal communication, administrative, and organizational skills, and the ability to maintain a realistic balance among 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.

### **Roles and Responsibilities**

#### **Executive Support**

- Completes a broad variety of administrative tasks for the President & CEO including: managing an extremely active calendar; 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.
- Plans, coordinates and ensures the CEO's schedule is followed and respected. Provides "gatekeeper" and "gateway" role, creating win-win situations for direct access to the CEO's time.
- Communicates directly, and on behalf of the President and CEO, with Board members, donors, staff, and others.
- Researches, prioritizes, and follows up on incoming issues and concerns addressed to the President, including those of a sensitive or confidential nature. Determines appropriate course of action, referral, or response.
- Provides a bridge for smooth communication between the President's office and internal departments; demonstrating leadership to maintain credibility, trust and support with senior staff.
- Works closely and effectively with the CEO to keep him/her well informed of upcoming commitments and responsibilities, following up appropriately. Acts as a "barometer," having a sense for the issues taking place in the environment and keeping the President updated.
- Provides administrative support to the Vice President for Development, including scheduling, expense reports and travel arrangements.
- Serves as project manager on strategic initiatives and projects, as directed by the President, in support of the mission of the CSO.

### **Donor and Data Management**

- Arranges meetings with donors on behalf of the President, Vice President of Development.
- Uses donor and ticket-buyer databases to provide reporting and analysis to President and Vice President of Development to support strategic decision-making.
- Manages donor correspondence from the President and Vice President of Development.

### **Board Support and Liaison**

- Serves as the President's administrative liaison to the board of directors.
- Maintains discretion and confidentiality in relationships with all board members.
- Adheres to applicable rules and regulations in bylaws regarding board and board committee matters, including advance distribution of materials before meetings in electronic/paper format.
- Maintains records of the Board of Directors and Board of Trustees, including minutes, by-laws, member bios and board commitment forms.

### **Senior Management Liaison**

- Participates as a member of Senior Staff including scheduling and attending all meetings.
- Assists in coordinating the agenda of Senior Staff meetings and staff meetings.
- Takes notes at each Senior Staff meeting and provides recap of action items.

### **Qualifications**

- Strong organizational skills that reflect ability to perform and prioritize multiple tasks with excellent attention to detail
- Very strong interpersonal skills and the ability to build relationships with stakeholders, including staff, board members, external partners and donors
- Expert level written and verbal communication skills
- Demonstrated proactive approaches to problem-solving with strong decision-making capability
- Emotional maturity
- Highly resourceful team-player, with the ability to also be extremely effective independently
- Proven ability to handle confidential information with discretion, be adaptable to various competing demands, and demonstrate the highest level of customer/client service and response
- Forward looking thinker, who actively seeks opportunities and proposes solutions

### **Education and Experience Requirements**

- Bachelor's degree required
- Strong work tenure: five to 10 years of experience supporting C-Level Executives, preferably in a non-profit organization
- Experience and interest in internal and external communications and fundraising.
- Proficient in Microsoft Office (Outlook, Word, Excel, and Power Point) and CRM systems.

### **To apply:**

Email a thoughtful cover letter outlining your desire and qualifications for this position, along with resume, salary history and at least three professional references to [KateD@charlottesymphony.org](mailto:KateD@charlottesymphony.org) using the subject line "Executive Assistant"  
Applications accepted by email only, no later than **July 15, 2016**.

*No telephone calls / No agency resumes accepted. EOE M/F/V/D*