



## Fund for the Arts

### Job Description: Executive Assistant

**POSITION REPORTS TO:** Executive Leadership Team

#### WHO WE ARE

At the Fund for the Arts, we believe that **art is a right**, not a privilege, because art is a fundamental **expression** of the **human condition**. We envision a healthy and vibrant community where **everyone embraces** the art that exists in our lives every day, where **everyone contributes** to the well-being of our arts community, and where **everyone belongs**. Our mission is to contribute to the overall health and well-being of our community by **generating resources** for, **investing** in, and **supporting** our local arts, artists and arts organizations.

#### OUR VALUES

Equity, Belonging, Accountability, Stewardship, Gratitude, Storytelling and Learning

#### POSITION SUMMARY

The **Executive Assistant** will be the key liaison for all external relationships and activities for the Leadership Team (President/CEO, Chief Development Officer, Chief Financial Officer/Chief Operating Officer and VP of Community Investment). The **Executive Assistant** will support and coordinate communications and meetings for the Board of Directors and Board Committees. The position reports directly to the President/CEO with a dotted line to Chief Development Officer, CFO/COO and VP Community Investment.

As team member of the Support Team, the **Executive Assistant** holds responsibility for the implementation and success of the strategic initiative of Support-Internal Operations. The **Executive Assistant** will work cross-functionally with team members in the strategic initiatives of Generate Resources and Community Investment & Support.

#### ESSENTIAL JOB FUNCTIONS AND RESPONSIBILITIES

##### Organization Management

###### Leadership Team Support

- Act as liaison for Leadership Team and external stakeholders
- Provide administrative support to the Leadership Team including scheduling and calendar management
- Work closely with President/CEO, Chief Development Officer, and Development team to ensure donor relationships are engaged with the Fund for the Arts and Leadership Team, including scheduling donor meetings
- Work closely with VP of Community Investment and Support and team to ensure that Community Investment and Support stakeholders are engaged with the Fund for the Arts and Leadership.
- Prepare correspondence and note taking as necessary

###### Operations Support

- Schedule organizational meetings and spaces internally and externally as needed; facilitate technology needs of meetings

- At times serve as the first point of contact to visitors or callers at the organization, fostering a feeling of belonging for both internal and external constituents
- Ability to work remotely when necessary and an understanding that this role may be expected to work in the office when other staff are working remotely.
- Other duties as assigned, including occasional help on weekends or evenings at FFTA sponsored events
- Steward the resources of the organization responsibly

#### **Governance**

- Working with the staff liaison to manage all aspects of communication with the Board of Directors and Board Committees
- Manage all aspects of Board and Committee meetings including logistics of the meetings, agendas, attendance and all necessary written materials including meeting minutes

#### **Other Strategic Areas**

- Special Projects, as needed
- Support external stakeholder events

### **COMPETENCIES AND SKILLS**

The **Executive Assistant** will be or have:

- Self-starter with an entrepreneurial mindset, a leader
- Tolerance for ambiguity in a growth-oriented environment
- Collaborative and flexible style, with a strong service mentality
- A team player who is committed to lifelong learning
- A hands-on person with integrity and a desire to work in a dynamic, vision-driven environment
- Mature and proactive, with evidence of having worked as a true business partner to a team
- Personal qualities of integrity, credibility and commitment to Fund's vision, mission and values
- Commitment to **Equity, Belonging, Accountability, Stewardship, Gratitude, Storytelling and Learning**. The Executive Assistant must understand and apply the values of the organization in everything they do

### **REQUIREMENTS**

The **Executive Assistant** will have the following experience and attributes:

- Knowledgeable individual with at 3 to 5 years of experience in non-profit administration
- Bachelor's degree required
- Experience in working with nonprofit boards and committees; Knowledge of OnBoard software a plus
- Experience working with Outlook, Microsoft 365

**TRAVEL & TIME REQUIREMENTS:** This position maintains regular weekly office hours in a hybrid in-office and remote environment from 8:30am-5pm, M-F. The **Executive Assistant** is expected to represent the Fund for the Arts externally during some events, please expect some evening and weekend engagements. Local travel required.

**BENEFITS AND COMPENSATION:** Fulltime position, \$40,000 - \$45,000 (depending upon qualifications and experience). Eligibility, subject to insurance plan provisions, for health, dental, vision, short-term disability, and life insurance coverage. Subject to eligibility requirements, participation in 401(k) plan, with employer match. Vacation and holiday pay. Employer-paid parking.

*Fund for the Arts, as an equal opportunity employer, committed to equity and belonging in the workplace, does not discriminate against any employee or job applicant because of race, color, religion, sex, national origin, disability, age, sexual orientation, gender identity, marital status, veteran status, or any other legally protected class.*