

Job Description | Executive Assistant to the Director



Basic Function

The Executive Assistant provides high-level administrative support to the Executive Director with the day-to-day business of the organization including scheduling meetings and maintaining director's calendar, preparing correspondence, coordinating travel, other related functions. This individual exhibits a high level of professionalism and possesses excellent written and verbal communication skills and interpersonal skills to interact with donors, board members, clients and staff under the direction of the Executive Director. This individual is a self-starter, extremely organized and has a keen eye for detail and highly developed problem solving skills.

Principal Responsibilities

- Provide full administrative assistance to the Executive Director: maintain Director's calendar; greet Director's guests; order lunch for Director and guests; prepare VAF packets for a variety of purposes; manage Director's professional memberships and subscriptions.
- Act as liaison to the Board of Directors and Board Executive Committee; order meeting refreshments/meals and prepares conference room; attend all board meetings, record, transcribe, and distribute meeting minutes; maintain historical files, and assist board members with Festival ticket requests and delivery.
- Make travel arrangements for the Director, including airline, hotel, and rental car reservations; create travel itinerary and prepare travel packet for Director.
- Maintains log of Director's mileage.
- Conserve Director's time by reading, researching, and routing correspondence; drafting letters and documents; and screening and rerouting phone calls.
- Maintain VIP invitee lists to include Director's contacts, board members, and local/state government officials; prepare and mail VIP correspondence, subscription and season brochures, and reception invitations in cooperation with Development staff.
- Assist local government leaders with performance ticket requests and delivery.
- Reconcile corporate credit card statements and provide required backup.
- Maintain Festival's organization charts.
- Develop annual holiday schedule in cooperation with the Director and maintain staff vacation calendar (July-December).
- Assist marketing efforts by editing a variety of marketing materials.
- Assist Finance department by maintaining check register copies for audit purposes.
- Maintain supply of a variety of greeting cards.
- Assist Director, donors, and other VAF departments at Festival performances and receptions.
- Maintain staff and customer confidence and protect operations by keeping information confidential.
- Other duties as assigned.

Work Schedule

Monday through Friday, 9 AM to 5 PM. During the Festival season and periods of high work volume, extra workday and evening hours as necessary.

Skills/Qualifications

- Degree in a related field or equivalent experience.
- Highly skilled in Microsoft applications; Outlook, Word, Excel and PowerPoint.
- Ability to handle confidential information with discretion.
- Effectively communicate with executives, Board members, donors, customers and employees.
- High level of organizational, time management and customer relations skills.
- Detail oriented, accurate and able to act autonomously with minimal supervision.
- Ability to work well under pressure in a fast-paced environment and meet deadlines.