



JOB POSTING

Job Title: Executive Assistant
Status: Full-Time

Classification: Non-Exempt
Reports to: President and CEO

Description

The Executive Assistant (EA) serves as the primary point of contact for internal and external stakeholders for executive leadership at the aquarium. The EA will function as a key partner and extension of the executive team by anticipating needs and proactively addressing issues, with appropriate but minimal direction and an emphasis on sound judgment, initiative, and confidentiality. The EA will support the executive team's portfolio of activities by vetting internal and external requests, directing assignments to appropriate staff, facilitating correspondence, and managing the executives' budget, schedule, and travel. This position will serve as the executive team's ambassador in dealing with key stakeholders and will assist in building and strengthening relationships with donors and donor prospects through detailed stewardship, events, and personal interactions. The EA must be able to work autonomously and collaboratively in a fast-paced, time-sensitive and constantly changing environment.

Essential Responsibilities

- Provides direct administrative support for the President and CEO, Chief Financial and Administrative Officer (CFAO), Director of Development, and Director of Communications.
- Acts as "gatekeeper" to the President and CEO, managing direct access to their calendar and office.
- Manages extremely active appointment calendars, working closely to keep the executive team informed of upcoming commitments and requirements.
- Ensures pre- and post-meeting materials are presented to the CEO on a timely basis, including responsibility for requesting materials from internal stakeholders and following up on outstanding submissions.
- Develops a general awareness of organizational requirements and challenges, using initiative to anticipate and resolve issues and/or provide solutions to facilitate the executive team's ability to effectively lead.
- Prioritizes conflicting needs, handles matters expeditiously and proactively follows through on projects to successful completion under deadline pressures.
- Monitors and responds in a timely and accurate manner to incoming general correspondence, e-mail, and invitations, many of which are sensitive or confidential in nature.
- Attends scheduled and assigned meetings to record, compile, transcribe, and distribute minutes.
- Communicates directly and on behalf of the executive team with other Aquarium team members, board members, stakeholders, vendors, and the public.
- Assists executive team as needed in researching and making travel arrangements.
- Acts as liaison for board members, connecting them with internal and external partners and with all relevant information and documentation; coordinates new board member onboarding and orientation.
- Aids in event and meeting planning for all onsite and meetings, social functions, and retreats.
- Maintains frequent and effective communication with senior staff, ensuring the effective dissemination of information.
- Is responsible for processing purchase orders, invoices, and expense reports for executive team.
- Updates donor records based on notes after meetings, calls, emails, etc.
- Coordinates meetings/itineraries/visits/lunches/etc. with donors and VIPs.
- Collaborates with the development team to develop effective donor recognition strategies, including yearlong, highly individualized stewardship plans for board members.
- Provides support for major donor, VIP, and press events.
- Supports executive team at public events and appearances, as needed.

- Special projects and duties as assigned.

Requested Requirements

- Five to seven years of relevant professional experience in an Executive Office setting.
- Not-for-profit experience or Bachelor's degree, preferred.
- Strong computer skills and communication skills required.
- Familiarity with professional office procedures necessary.
- Strong computer skills, including MS Office, and virtual meeting platforms.
- High attention to detail with the ability to manage multiple projects simultaneously.
- Previous experience working with a Board of directors a plus.
- Ability to multi-task and work well with all levels of the organization needed.
- Strong writing and proofreading skills needed.
- Must have excellent customer service skills and demonstrate impeccable professionalism and discretion.
- Desire to work in a fast-paced setting and produce experiences and products of the highest quality, as well as to sincerely enjoy work and colleagues.

Working Conditions

- Normal office environment with average walking, standing, bending, stooping, crouching, sitting and computer and phone tasks required.
- Occasional ability to lift up to 50 lbs. needed and occasional local travel, nights and weekends may be required.
- Sedentary – Position involves long periods of sitting and lifting no more than 10 pounds at a time.
- Position is on-site; remote work opportunities are available with President and CEO's approval

Salary Range

\$23.00 - \$26.00 per hour

To Apply

Please send resume and cover letter to kdaloise@aquariumofniagara.org. Be sure to include Executive Assistant in the subject line of any correspondence.

The Aquarium of Niagara is an equal opportunity employer. All qualified applicants will be afforded equal employment opportunities without discrimination because of race, color, creed, religion, sex, age, national origin, citizenship, sexual orientation, marital status, or any other classification protected by federal, state, or local law.