

## **Executive Assistant and Advisory Council Coordinator**

Reports to: VP of Development

Status: Full-Time, non-exempt

Hours: Usually 9:00am-5:00pm M-F, some flexibility and evenings and weekends as required

### **Job Summary:**

The Executive Assistant and Advisory Council Coordinator is responsible for supporting the day to day operations of the development department, primarily the advisory councils (special advisors to the Museum) and the President & CEO. The Executive Assistant and Advisory Council Coordinator provides administrative support for the CEO, coordinates communications and activities for the various advisory council members, and assists with fundraising and member events.

### **Essential Responsibilities:**

- Greet visitors to the Museum administration offices; respond to general inquiries about the Museum.
- Coordinate the CEO's calendar and provide other administrative assistance to the CEO as needed.
- Maintain contact information and communications with current and prospective advisory council members.
- Provide support as needed for Visionary Society members, including Visionary Society events.
- Assist with Board and volunteer Council meetings as needed.
- Assist with planning and execution of fundraising events and member events.
- Provide general support for other development projects as needed.

### **Job Requirements:**

- High school diploma or equivalent required; Bachelor's degree strongly preferred.
- Working knowledge of Microsoft Office.
- Experience with data entry and extracting reports from a database management system such as a donor database strongly preferred.
- Strong organizational and communication skills, and the ability to work collaboratively with volunteers, staff and public in a wide variety of activities centered on the Museum's development initiatives.
- Ability to maintain confidentiality, exercise attention to detail, and complete assignments in a timely manner.
- Self-motivation, willingness to work on a range of tasks that support CEO and development functions, flexibility to respond to emerging opportunities, ability to work well as part of a team, and creativity in the development of new ideas and programs.
- Ability to speak effectively and communicate the cultural and educational values of a museum to the public.
- Knowledge of fundraising techniques and museum operations preferred.

### **Essential functions (ADA):**

- Ability to communicate and interact verbally, both in person and over the phone.
- Ability to use personal computers and other office equipment effectively.
- Repetitive motion. Substantial movements (motions) of the wrists, hands, and/or fingers.



- Exerting up to 10 pounds regularly, up to 30 pounds of force occasionally and/or negligible amount of force frequently to lift, carry, push, pull or otherwise move objects, including the human body.
- Ability to sit for up to 4 hours at a time.
- Ability to stand/walk for up to 4 hours at a time during special events and/or assignments.
- Visual acuity to determine the accuracy, neatness, and thoroughness of the work assigned.
- Regular workplace attendance.
- Ability to travel to and from job locations.

This job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee, and may include other duties as assigned.

Reviewed by: \_\_\_\_\_  
(Employee, please print)

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_