Executive Assistant to the President and CEO

Location: Silver Spring, MD
Supervisor: President & CEO

Position Overview
The Executive Assistant plays a key role in assisting the President and CEO with the general operations of the Foundation. The Executive Assistant supports the President & CEO, promotes the corporate image by representing the President and CEO with internal and external constituents, and provide liaison among the President and CEO, the Foundation’s Board of Trustees, other key executives, and Foundation employees. The position requires a high-level of discretion and independent judgment carrying out both job responsibilities and projects of significance assigned by the President and CEO. The Executive Assistant also provides administrative support to the Foundation’s Board of Trustees and associated committees, including serving as the primary administrative contact person for the Board.

Responsibilities

Support to President and CEO
- Provide administrative and scheduling support for the President and CEO. This includes managing an active calendar of appointments, greeting visitors upon arrival, managing contacts for the President and CEO, and composing and preparing outgoing correspondence that may be confidential.
- Prepare travel agendas, including reservations and authorizations, and materials for meetings.
- Monitor E-mail.
- Organize documents for review, approval, and/or signature of the President and CEO.
- Manage internal communications and transactions, manage a list of tasks and deadlines, complete special projects as requested and assist the President and CEO with preparation for events, speeches, and conferences.
- Complete projects and special assignments by establishing objectives; determining priorities; managing time; gaining cooperation of others; monitoring progress; problem-solving; making adjustments to plans.
- Enhance Foundation’s reputation by accepting ownership for accomplishing new and different requests; exploring opportunities to add value to job accomplishments.

Board of Trustees
- Coordinate, schedule, and organize Board and committee meetings, including prepare agendas and Board and committee packages, record and submit minutes of all committee meetings and Board meetings for approval, and prepare other communications as necessary.
- Coordinate all logistics and preparations for Board meetings including travel for Foundation senior staff, meeting details, and meeting materials.
- Establish a working relationship with the Board of Trustees and committee chairs in verbal, written, and electronic correspondence.
- Maintain, as needed, both mailing & public relations lists of board and committees, including website updates.
- Organize and compile submissions for the monthly Board newsletter from all senior staff and send to Trustees Emeriti.
- Develop and monitor Board budget.
- Mail, track, and follow up on the annual conflict of interest disclosure.

**Qualifications**

- Bachelor of Arts degree, from an accredited college, or two (2) years of full-time paid employment, provided this work experience is in a similar role.
- Expert level written and verbal communication skills. Accurate typing with the ability to maintain and manage organized files, accurate spelling, correct grammar usage and know the mechanics of writing. Proficient computer skills including Microsoft Office Suite.
- Strong interpersonal and organizational skills, work ethic, and attention to detail, while establishing and maintaining effective working relationships with the Foundation leadership team, employees, and Board of Trustees.
- Ability to think strategically, multi-task, and be flexible to changing needs. Must be self-motivated to manage multiple projects simultaneously, excellent problem solving skills, and a purpose driven, optimistic, positive attitude, with a commitment to a high level of customer service.
- Regular and reliable attendance.
- Ability to partner (collaborate) and work well with people at all levels.
- Ability to make decisions and maintain confidentiality.
- Preferred candidates are those with marine or land conservation experience.

**Why You Will Love Us**

- Dedicated and passionate staff committed to marine and Great Lakes conservation.
- 2 weeks Annual Leave, 2 weeks Sick Leave, and the week between Dec. 25-Jan. 1st paid
- Health Benefits: Medical with an FSA option, dental, and vision
- Preparing for the Future: 403(B) with employer contribution after one year of service
- Commuter Benefits
- Cell Phone Reimbursement

**Compensation and Benefits:** Salary $48,000-$50,000 with benefits. The Foundation offers a competitive benefits package.

**Start Date:** Late February/early March

**To Apply:** Applications should include a cover letter, resume, list of references and several writing samples to Applicants@marinesanctuary.org. Please be sure to put “Executive Assistant” in the subject line. Applications received prior to 1-31-2020 will be preferred.

The Foundation is an equal opportunity employer and actively works to insure fair and equal treatment of its employees.

**About Us:** The National Marine Sanctuary Foundation (Foundation) is a private, non-profit organization dedicated to strengthening and promoting U.S. national marine sanctuaries and marine monuments through conservation, science, education and community engagement.