



Position: Executive Assistant & Board Manager

FLSA Classification: Full-Time Exempt

Reports To: President & CEO

Purpose:

This forward-facing team member will provide exemplary executive support services and project management to the President/CEO in a fast-paced non-profit arts organization. They will serve as the non-management staff liaison to the Board of Directors and will excel in providing exceptional support services for all board-related meetings and activities.

Responsibilities:

Executive Services

- Draft correspondence, agendas, and meeting minutes
- Conduct research and provide project management
- Contact tracking and communications
- Set appointments and itineraries for President & CEO
- Plan and book travel & accommodations for President & CEO and process travel documents and reimbursements
- May provide some administrative support to the VP of Strategy

Board of Directors Management

- Coordinate events and meetings related to projects and the Board of Directors to include, but not limited to:
 - Overseeing meeting/event logistics
 - Reserving any needed venues and equipment
 - Catering service coordination
 - Communicating with participants/constituents/board members
 - Preparing documents, contracts, presentations and talking points
- Draft correspondence, agendas, meeting minutes for board and committee meetings
- Provide administrative support services to the Board of Directors, and provide all logistical planning for Board of Directors' meetings, including preparation of materials, logistics for committee and board convenings, and all hotel and travel plans
- Create and maintain board materials in On-Board for Board of Directors and committees
- Maintain board and assistant contact information in Salesforce, lists and meeting minutes as per South Arts retention policies
- Provide support for board committees

Strategic Alliance

- Draft correspondence to third party organizations, foundations and individuals as directed by President and CEO
- Assist in drafting speeches and talking points for President and CEO and board members for meetings with other Regional Arts Organizations and various other grantor and foundation functions, meetings and conferences

Required Skills

- Office Administration and Management - Thorough knowledge of business and management principles involved in planning, resource allocation, and coordination of people and resources; Comprehensive knowledge of administrative office procedures and systems
- Customer Service - Thorough knowledge of principles and processes for providing excellent internal and external customer service
- Technology - Knowledge of office electronic equipment, and computer hardware and software
- Executive Support – Knowledge of the needs of a President and CEO; Anticipates needs and is initiatory
- Critical Thinking – Uses logic and reasoning to understand, analyze, and evaluate complex situations and research information to identify the strengths and weaknesses of alternative solutions, conclusions or approaches; Combines pieces of information to form general rules or conclusions
- Written Communication — Writes clearly and informatively; Edits work for spelling and grammar; Varies writing style to meet needs; Presents numerical data effectively; Able to read and interpret written information
- Interpersonal Relationships — Develops and maintains cooperative and professional relationships with employees, board, and constituents
- Judgment and Decision Making — Exercises appropriate judgment in establishing priorities and resolving complex matters; Considers the relative costs and benefits of potential actions to choose the most appropriate one
- Communication – Excellent ability to communicate complex ideas and proposals effectively in a fast-paced environment so others will understand to include, but not limited to preparation of reports, agendas, and policies. Excellent ability to listen and understand information and ideas presented verbally and in writing. Ability to handle all interactions and issues with poise, tact and diplomacy and in a confidential manner
- Coordination of Work — Ability to establish and implement effective administrative and management programs and procedures. Ability to plan and organize daily work routine. Establish priorities for the completion of work in accordance with sound time management. Estimates expected time of completion of elements of work and establishes a personal schedule accordingly. Implements work activity in accordance with priorities and estimated schedules. Maintains a calendar for meetings, deadlines and events,
- Confidentiality – Understanding of what information is sensitive and the necessity of keeping pertinent details confidential.
- Travel to Quarterly Board Meetings and occasional other travel.

Education and Experience

- Bachelor's degree in related field preferred.
- Specialized in any of the following: Fine Arts, Liberal Arts, Arts Management/Administration, Public Administration, Communication, Public Relations, Nonprofit Administration.
- At least 5 years' experience of managing projects and/or programs, in the arts, or related fields.
- At least 5 years' experience of Office Administration with comprehensive knowledge of office procedures and systems and several years of executive assistant experience.
- Board management experience is required

Requirements

- Excellent written and oral communication skills.
- Basic knowledge of MS Office, with advanced knowledge of:
 - Outlook - scheduling meetings, managing calendars, use of rooms and other advanced functions; also managing, importing, and exporting contacts; task management.
 - Word - document formatting, review options/tracking, mail merge, layout options.
 - Excel - spreadsheet creation; column and row formatting; data sorting; page formatting, including borders, gridlines, and use of headers and footers.
 - SharePoint - file and data sharing collaboration.
 - Microsoft Teams - file and data sharing collection.
- Basic knowledge of online systems including:
 - CRM - constituent relationship management systems; some Salesforce experience beneficial.
 - Basic knowledge of creating marketing/promotional level documents for internal and/or public use.

Other Requirements:

- Occasional travel up to 25% - 30% of the time.
- The position is based in Atlanta, which means either re-locating to Atlanta or being in Atlanta as needed. At this time, it is projected to be at least once a month.

Physical Requirements:

- Sedentary work - Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body. Sedentary work involves sitting most of the time.
- The worker is required to have close visual acuity to perform an activity such as: preparing and analyzing data and figures; transcribing; viewing a computer terminal; extensive reading; visual inspection involving small defects, small parts, and/or operation of machines (including inspection); using measurement devices; and/or assembly or fabrication of parts at distances close to the eyes.
- Use of fingers - Picking, pinching, typing or otherwise working, primarily with fingers rather than with whole hand or arm as in handling.

Salary and Benefits:

Salary – \$60,000, annually. Negotiable depending on education and experience.

Benefits – South Arts offers an excellent benefits package that includes health, dental, and life insurance; long-term and short-term disability; vacation; paid holidays; and a 403(b) plan with company match.

Application Submission: Deadline: Open until filled Email resume and cover letter to:

Attn: Human Resources

E-mail to: hrrecruiting@southarts.org

South Arts' mission is advancing Southern vitality through the arts. South Arts is a non-profit regional arts organization founded in 1975 to build on the South's unique heritage and enhance the public value of the arts.

South Arts' work responds to the arts environment and cultural trends with regional perspective. South Arts' offers an annual portfolio of activities designed to address the role of the arts in impacting the issues important to our region, and to link the South with the nation and the world through the arts.

The organization works in partnership with the state arts agencies of Alabama, Florida, Georgia, Kentucky, Louisiana, Mississippi, North Carolina, South Carolina, and Tennessee. It is funded by the National Endowment for the Arts, member states, foundations, businesses, and individuals.

For more information about South Arts, please refer to our website at www.southarts.org

Equity Statement:

South Arts is an inclusive employer and adheres to Equal Employment Opportunity Commission standards. South Arts does not and shall not discriminate on the basis of race, color, ethnicity, national origin, religion, age, disability, genetic information, gender, gender expression, sexual orientation, pregnancy, marital status, military status, economic status, or geographic location in any of its activities or operations.