Position Title: Executive Assistant to the Chief Executive Officer
Status: Full-Time, Exempt
Reports to: Chief Executive Officer
Supervises: n/a
Job Summary: The Executive Assistant to the CEO is responsible for providing comprehensive support to the CEO, Board of Directors, and Senior Staff while managing the organization’s office operations. This dynamic position requires the ability to anticipate needs, think critically, and offer solutions to problems with a high level of professionalism and confidentiality. The Executive Assistant’s primary duties are to provide clerical support, facilitate communication, and assist the CEO in the fulfillment of work generated through the interaction of the orchestra musicians, staff, board, ancillary groups, and external partners.

Job Duties and Responsibilities:

- Maintain confidentiality in communications, office files and records. Receive, open, read or post all incoming/outgoing mail and deliveries for the CEO; research details or related information in preparation for response; route mail/deliveries to appropriate individual for disposition as necessary.

- Serve as the primary point of contact for internal and external constituencies on all matters pertaining to the CEO, including those of a highly confidential or critical nature. Answer the main phone line and respond to inquiries. Prioritize and determine appropriate course of action, referral, or response, exercising judgement to reflect CEO’s style and organization policy. Provide calendar management for the CEO. Prioritize inquiries and requests while troubleshooting conflicts; make judgements and recommendations to ensure smooth day-to-day engagements.

- Serve as a key liaison to the Board of Directors through regular interaction, insightful scheduling and fulfillment of full board and committee meetings, taking and being the conservator of official board minutes, Bylaws and other documentation. Compose routine correspondence, take dictation, and/or transcribe the CEO’s correspondence; compile and process internal and external documents for Senior Staff, (e.g. expense reports, meeting agendas, and support materials, or reports to external organizations; record, transcribe and distribute meeting minutes).

- Schedule appointments; maintain calendars; advance and coordinate meetings, conferences and social events; make travel arrangements for Senior Staff, consultants, guests, and other employees as needed.
Act as a liaison and provide support to the Board of Directors. Working with Development staff, arrange and handle all logistics for Board meetings and events: schedule meetings; draft agendas; develop, compile, and distribute presentation materials; and record meeting minutes on behalf of Board Secretary. Adhere to compliance with applicable rules and regulations set in bylaws regarding Board matters.

Complete a broad variety of administrative tasks that facilitate the CEO’s ability to effectively lead the organization, including: assisting with special projects; designing and producing complex documents, reports, and presentations; collecting and preparing information for meetings with staff and outside parties; composing and preparing correspondence; maintaining contact lists; making travel arrangements; and completing expense and mileage reports.

Work closely with the CEO to keep them well informed of upcoming commitments and responsibilities, following up appropriately. Act as a “barometer,” having a sense for the issues taking place in the environment and keeping the CEO updated. Anticipate CEO’s needs in advance of meetings, conferences, etc. Provide “gatekeeper” and “gateway” roles, providing a bridge for smooth communication between the CEO and staff, demonstrating leadership to maintain credibility, trust, and support with the CS Team. Complete projects by assigning work to appropriate staff, including senior leadership, on behalf of the CEO. Follow up on contacts made by the CEO to cultivate ongoing relationships.

Maintain open communications with the CS team, including meeting regularly with key staff while providing information and documents as needed.

Manage all aspects of the organization’s office services. Process and distribute daily mail. Evaluate and assist in developing office policies and procedures for improved work flow and anticipate future needs as organization grows. Assist in the selection of vendors and purchase equipment, services, and supplies necessary for operation of organization. Replenish office materials such as snacks, printer supplies, paper, office supplies, etc. Manage information systems operations including hardware, software, desktop support, internal telecommunications, and strategic systems development and
planning. Assist senior staff in managing and supervising consultants, vendors, and contractors.

- Provide event management support as requested. Invest in building long-lasting relationships both externally and internally. Manage petty cash reimbursements and reconciliation with Finance staff.

- Other projects/duties as assigned for the overall benefit of the organization.