



Executive Assistant to the President/CEO

Department: Executive Office

Reports To: President/CEO

FLSA Status: Exempt

Summary

The objective of this role is to provide support for the President/CEO's networking, advocacy, fundraising and strategic initiatives. The Executive Assistant is responsible for the day-to-day coordination of activities related to the Board of Directors, fundraising, and overall executive support (across all departments) to the President/CEO.

Job Duties

Executive Support

- Manage and maintain the CEO's calendar using Outlook.
- Organize and prepare for internal and external meetings.
- Manage a variety of administrative tasks including: preparing for the weekly Leadership meeting, prepare agendas, maintain expense reports which includes coding and uploading credit card expense receipts.
- Maintain Contacts in Outlook.
- Coordinate travel as directed.
- Electronically file all Board and committee documents and reference materials.
- Facilitate communication between the CEO and Leadership Team.
- Forecast and analyze budget for CEO Administrative office.
- Create the agenda for the Museum's All Staff meeting.
- Create PowerPoint layouts for Board and committee meetings.
- Gather organizational data and analysis for yearly reporting.
- Screen and manage all calls received in the CEO office.
- Create a calendar for all Board and committee meetings.
- Order and maintain office supplies for the Executive Wing
- Perform other duties as assigned by the CEO.
- Support Leadership Team members as directed.

Board Liaison

- Serve as CEO's administrative liaison to the Dallas Holocaust and Human Rights Museum Board.
- Coordinate scheduling, agendas, presentations and communication of materials for Board and committee meetings.
- Take official minutes for Board and key Board committee meetings.
- Provide support to the Board Chair and CEO for special events, donor meetings and community engagements.
- Adheres to compliance with applicable rules and regulations set in bylaws regarding Board and Board committee matters, including advance distribution of materials before meetings.
- Coordinate annual Board conflict of interest forms

Key Requirements

- 5 to 10 years of experience supporting C-Level Executives, preferable in a non-profit organization
- Bachelor's degree preferred.
- Proficient computer skills and in-depth knowledge of relevant software such as MS Office Suite, including Outlook, Word, Excel and PowerPoint.
- Strong organizational skills that reflect the ability to perform and prioritize multiple tasks seamlessly with excellent attention to detail.
- Willingness to gain proficiency with PatronManager
- Strong verbal and written skills. Excellent interpersonal, analytical and organizational skills, capable of working effectively with Board members, staff, volunteers, and donors/prospects.

Physical Requirements

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this position, the employee is regularly required to speak or hear. The employee frequently is required to use hands or fingers, handle or feel objects, tools or controls. The employee is occasionally required to stand; walk; sit; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl, work in an office environment, work in a seated position, and work with computers.

The employee must be able to drive and have a valid driver's license. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this position include close vision, distance vision, color vision, peripheral vision, and the ability to adjust focus. The noise level in the work environment is usually moderate.

Competencies

1. Judgment/Decision Making
2. Communication – Oral and Written
3. Organization/Planning
4. Business Literacy
5. Customer Focus
6. Integrity
7. Initiative
8. Collaboration/Teamwork

The Dallas Holocaust and Human Rights Museum is an equal opportunity employer. We value and strongly encourage a diverse environment.

Applicants, please send cover letter referencing the job title and resume to resume@dhrm.org