



Job Description

Job Title: Executive Assistant to the Director	Updated: August 2022
Department: Executive	FLSA Status: Exempt
Reports to: Executive Director	Overtime not eligible

Job Summary:

The Executive Assistant to the Director is responsible for working directly with the Executive Director to provide administrative support, Board and donor relations, and manage special initiatives including but not limited to accreditation, 75th anniversary multi-departmental projects and lead generation for leadership trainings. This position requires the ability to maintain a high degree of confidentiality, hospitality, customer service, technical competence and professionalism in performing all duties.

Job Duties and Responsibilities:

Administrative Support

- Provide administrative support to the Executive Director (correspondence, travel arrangements, appointments, PO requests, receipts/reimbursement requests, etc.).
- Oversight of Museum Planning Calendar.
- Oversight of the Executive Director's calendar and schedule.
- Research and book speaking opportunities for the Executive Director to promote banner exhibitions and programming.
- Research and create presentations for the Executive Director's keynote community presentations, specialty workshops, and Museum presentations at receptions, signature events and staff meetings.
- Attend meetings or events, as directed, in place of or with the Executive Director to obtain notes and create follow-up materials, calls and emails.
- Manage communication and prepare materials as needed to support the Executive Director's participation in community boards and group meetings.
- Assist the Executive Director with writing speeches, acknowledgments, blogs and articles.
- Prepare materials needed for Staff meetings from the Executive Director.
- Maintain the Museum's Zoom accounts including scheduling and hosting meetings.
- Serves as host or co-host of Zoom meetings.
- Creates reports and statistical analyses.
- Assist with the writing and development of contracts for projects and hiring third parties.

Board and Donor Relations

- Create briefings as needed for donors, foundations, museums, and organizations.
- Manage communication with the Executive Director's major donor portfolio including but not limited to congratulatory notes, articles, and scheduling meetings and calls.
- Attend Board Meetings, record proceedings, and prepare minutes. Maintain official minutes. Records, prepare, and assemble materials needed for meetings as required, and ensure that Board Trustees not present receive necessary information. Responsible for all Board Meeting logistics.
- Prepare and assemble materials as well as maintain official minutes and meeting records for the Strategic Planning, Collections, and Executive Committee meetings as needed.
- Manage communication with Board Members on behalf of the Executive Director and ensure that all past, present, and future Board Members have any materials needed including onboarding packets, name tags, and maintaining Board information including lists and contact information.
- Give specialty tours to guests of the Executive Director including but not limited to VIP Architecture and Behind the Scenes tours.
- Review Deposit and Gifts Received Reports to bring attention important items for the Executive Director.
- Maintains Altru Constituent records to reflect information gathered through meetings with the Executive Director.
- Works with the Development Team and Executive Director to assist with the planning and implementation of donor receptions and events.

Special Initiatives

- Assist with compiling, reviewing, and submission of accreditation documents for the Museum. Annual updates with the Executive Director and all Deputy Directors.
- Research national and international museum and non-profit trends, create summary of key articles and white papers.
- Work with the Deputy Director of Community Engagement and Executive Director to create and update Institutional Membership Contracts as well as assist with any communication on behalf of the Executive Director to current and future leadership of the colleges and organizations.
- Assist Executive Director with lead generation, sales, booking, preparation and implementation of Leadership Trainings and other related programs.
- Works in coordination with Executive Director as key manager of 75th anniversary materials including but not limited to publications, research, time-capsule, and archival documentation. Creates briefing profiles, confirms appointments, and organizes resources (staff and equipment) for both individual appointments and event days for the Executive Director's oral history participation.
- Manages the Museum-wide cross-departmental team for 75th anniversary planning.
- Implement special projects as assigned by the Executive Director.

General Duties:

- Assists with Museum fundraisers and key events including the banner exhibition opening weekend, Tastings, Women's Luncheon, Sidewalk Art Show and First Friday Late Nights as assigned.
- Assists with grant reviews as needed.
- Perform other tasks as assigned.

Knowledge, Skills and Abilities:

Excellent oral and written communication skills; strong customer service and hospitality skills; ability to respond effectively and professionally to inquiries or complaints; excellent organizational and administrative skills and attention to detail; ability to work effectively with a multi-generational audience; strong public presentations skills; ability to work effectively with all units and levels of the organization; ability to function well with internal and external customers; ability to effectively solve problems and strong conflict resolution skills; knowledge of best practices in museums and non-profits; excellent computer skills with proficiency in use of spreadsheets, word processing and Windows; ability to use office software and email.

Training, Education and Experience:

Position requires a 4-year college or university degree with major course work in business, communications, museum studies, or a related field highly preferred. Customer service experience required and museum experience preferred. Must have 10 or more years as an executive assistant or related position with public relations or communications experience preferred.

Special Requirements:

Must possess and maintain a valid Virginia driver's license and maintain a driving record acceptable to the Taubman Museum of Art and its insurance carrier(s).

The Executive Assistant to the Director must be able to have a flexible schedule in order to keep up with the donor relations and special initiatives demands which differ given the event. This is a Monday--Friday schedule including donor, fundraising and special events for evening hours and weekends when needed.