



Job Description

Job Title: Executive Assistant to the Director	Updated: November 2025
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 provide support of special initiatives including but not limited to accreditation, 75th anniversary initiatives, and multi-departmental projects. This position requires the ability to maintain a high degree of confidentiality, hospitality, customer service, technical competence, professionalism, and proactive support in performing all duties. The ability to multi-task is a must.

Job Duties and Responsibilities:

Administrative Support

- Provide administrative support to the Executive Director (correspondence, calls, travel arrangements, itineraries, appointments, receipts/reimbursement requests, social media posts, etc.)
- Oversight of the Executive Director's calendar and schedule
- Maintain an organized filing system for digital files and other physical materials pertaining to the office of the Executive Director
- Research and create dynamic and modern presentations for the Executive Director's keynote presentations, specialty workshops, and Museum presentations at donor receptions, signature events, and partner meetings
- Manage communication and prepare materials as needed to support the Executive Director's participation in community boards, committee meetings and advisory groups
- Create follow-up materials, lead capture, posts, calls and email responses after each external meeting, presentation, or conference
- Research and implement new opportunities for integration of AI tools to streamline workflow processes
- Research and book speaking opportunities for the Executive Director to promote the Museum
- Assist the Executive Director in all preparation of presentations, materials, and guest logistics for meetings, VIP visitors and off-site engagements, as well as ensuring guest gifts are available for presentation in a timely manner
- Prepare materials needed for bi-monthly staff meetings and other internal meetings as assigned
- Maintain the Museum's Zoom account: scheduling and hosting meetings

- Oversight and updates of Museum Planning Calendar working with the Executive Director and the senior team for museum-wide distribution on a quarterly basis

Board and Donor Relations

- Manage communication with Board Trustees 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
- Maintain records, prepare, and assemble materials needed for meetings as required, and ensure that Board Trustees not present receive necessary information. Prepare minutes of the board meetings. Responsible for all Board Meeting logistics
- Responsible for all logistics and preparation of materials as well as maintain official minutes and meeting records for the Strategic Planning, Collections, Finance, and Executive Committee meetings as needed
- Manage communication with the Executive Director's donor portfolio including congratulatory notes, sending of articles of interest, and scheduling meetings and calls
- Create briefings as needed for donors, foundations, museums, and organizations
- Give specialty tours to guests of the Executive Director
- 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
- Assist Executive Director, Deputy Director of Development and Curator with logistics and materials for Leadership Travel Trips
- Assist the Development Team and Executive Director with the planning and implementation of donor receptions and events, such as Women's Luncheon, Opening VIP Reception, Past Board Trustee Reception, special cultivation tours, and receptions

Special Initiatives

- Coordinate the 75th anniversary oral history interview logistics including scheduling of onsite and zoom interviews, pre and post materials and any follow up opportunities
- Work with the Deputy Director of Community Engagement and Executive Director to assist with any communication on behalf of the Executive Director to current and future leadership of the colleges and organizations
- Assist the Executive Director, HR Officer and Deputy Director of Operations with compiling of accreditation documents for the Museum including annual updates with the Executive Director and all Deputy Directors
- Research national and international museums, non-profit and museum trends, and create summary of key articles and white papers
- Implement special projects as assigned by the Executive Director Administrative lead to assist with the Museum archives of documents, photographs and other materials to ensure the history of the Museum is preserved and updated materials are added annually

General Duties:

- Maintain and organize all areas of the Executive Director's suite including the conference room, lobby area, and the area for guest gifts, brochures, and supplies
- Lead for daily mail distribution for the Museum
- Assist in the recording of donation box with the development administrative assistant
- Create reports and statistical analyses
- Assist with Museum key events including opening weekend, Tastings, Women's Luncheon, Sidewalk Art Show and First Friday Late Nights as assigned
- Serve as back-up for development administrative support, and welcome desk and visitor assistance especially during the banner exhibition timing

- Assist Senior Staff as assigned
- Serve as back up for visitor services and welcome desk coverage
- Perform other tasks as assigned

Knowledge, Skills and Abilities:

Excellent organizational and administrative skills with attention to detail; strong written and oral communication skills; exceptional customer service and hospitality skills; ability to respond effectively, timely, and professionally to inquiries; ability to work effectively with a multi-generational audience; ability to work effectively with all units and levels of the organization; ability to function well with board members and supporters; ability to effectively and proactively resolve issues; excellent computer skills with proficiency in use of spreadsheets, word processing and presentations.

Training, Education and Experience:

Position requires 5 or more years as an executive assistant or related position. A 4-year university degree with major course work in business, communications, museum studies or a related field highly preferred or equivalent experience. Customer service experience required. Public relations or communications and board and donor relations 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).

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

Physical Demands and Work Environment:

Must be able to stand, walk, and sit; ability to use hands and/or fingers, reaching with hands and arms; must be able to talk and hear; ability to occasionally climb or balance and stoop, kneel, crouch and crawl as required; must have the ability to lift up to 20 pounds as needed; must be able to see up close and have distance vision and have the ability to focus.