

# Job Description

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**Title:** Executive & Development Assistant

**Division:** Administration

**Position Reports to:** Director/CEO

**Date Revised:** July 2018

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## I. General Summary

The Executive & Development Assistant advances the mission and vision of Plains Art Museum by assisting the Director/CEO, Director of Development, development department, and other Museum colleagues to help maintain an effective and efficient administration of the Museum's governance, leadership, fundraising, and general operations of the Museum.

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## II. Principle Duties and Responsibilities

- Assist the Director/CEO, Director of Development, and executive management team with administrative duties such as preparation of documents and agendas, correspondence, coordinating meetings, making travel arrangements, and more.
  - Act as the liaison for the Museum Board of Directors through direct contact and by disseminating appropriate information.
  - Prepare all board and committee materials including minutes, schedules or calendars, board agendas, board orientation materials, etc.
  - Understand and effectively use all office machines, and develop the ability to instruct others on the use of such equipment. Oversee service, maintenance, and supply needs for office machines.
  - Responsible for inventory and ordering of all standard office supplies for the Museum.
  - Oversee the Museum general work area, Marcil Conference Room, and Gate City Bank Presentation Center.
  - Sort and distribute all mail to individual mailboxes in the general work area.
  - Attend Museum functions, meetings, and serve on internal/external committees as a Museum representative as needed.
  - Maintain and update staff telephone directory list.
  - Provide confidential support and active presence by being an integral part of the executive management team.
  - Coordinate development department events like receptions and Art and Business Breakfast.
  - Proofread grants as needed.
  - Coordinate and prepare frequent development mailings.
  - Coordinate visits and help build positive relationships between Museum supporters and Director/CEO, Director of Development, development department, and other Museum staff.
  - Work with Development Coordinator to ensure effective Customer Relationship Management (Bloomerang) software management.
  - Perform other duties as assigned.
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## III. Background

**Supervision** – This position does not include any direct supervisory responsibilities.

**Confidentiality** – This position requires a high ethical standard of integrity and confidentiality since the job incumbent will have access to information that is sensitive to community, donors, members, board members, and staff.

**Mental Application** – This position requires an extensive working knowledge of the Museum and its operations. This position requires excellent problem-solving skills and analytical skills, flexibility, creative thinking, and anticipation of circumstances in order to meet responsibilities. Ability to adhere to guidelines and policies.

**Responsibilities** – This position carries the responsibility of providing administrative support to the Museum's executive management team, facilitating board communications, and supporting campaign activities.

**Contacts-Internal and Public** – Internal contacts are with all Museum divisions and the Board of Directors. External contacts are with vendors, members, donors, prospects, volunteers, artists, and the general public.

**Magnitude and Scope** – This position involves an understanding of policies and procedures for the board, President/CEO, and staff.

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#### **IV. Conditions of Employment**

**Working Conditions** – This position’s requirements can be generally performed in normal office conditions and within the Museum; Dress attire is business casual.

**The position is performed in the Plains Art Museum building which is a non-smoking facility.**

**Equipment Operations** – The position requires advanced knowledge of MS Office computer programs including Word and Excel, and knowledge of Internet, Customer Relationship Management (CRM) database software programs, printer, calculator, telephone, fax machine, photocopier, postage machine, and other office equipment.

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#### **V. Specifications**

**Education** – A high school diploma is required, with BA or BS preferred.

**Experience** – This position requires 4 years experience in administrative support position. Experience in development is beneficial. Knowledge of non-profit and professional institutions is helpful. Significant experience with computers, CRM applicable software, and basic office equipment necessary.

**Abilities** – Must possess a demonstrated ability to work with the public and communicate (via telephone and in person) in a manner reflecting a commitment to customer service and excellence. Must have advanced and excellent planning, organizational, and communication (written and oral) skills. Strong attention to detail is crucial. Must be able to work independently as well as part of a team. Must be able to perform multiple tasks concurrently.

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#### **VI. Essential Functions**

Must be able to speak, read, write and understand the English language. Must be able to communicate clearly and effectively in person, on the phone, and in writing. Must have excellent writing skills. Other required factors include problem solving/critical thinking skills, resolution/reasoning abilities, and endurance demands (attention to detail, meeting deadlines, etc.) Must be able to balance, bend, climb, crouch, reach, twist, stand, sit and lift/move 30 pounds. Must have finger dexterity to operate necessary office equipment. Must exhibit well-paced mobility to visit various locations of the organization and locations outside the Museum in keeping with the daily demands of the position.

(Clearly Print Name)

**Employee Print Name:** \_\_\_\_\_

**Employee Signature** \_\_\_\_\_ **Date** \_\_\_\_\_