

**POSITION TITLE**

Executive Assistant - Development

**ACCOUNTABLE TO**

Senior Vice President, Director of Development

**SCOPE OF RESPONSIBILITIES**

Responsible for coordinating the efforts of the Development Department on all current and future projects, specifically with the Director of Development. Performs duties as part of a team with direct communication to project managers and assistant project managers. Relieves managers of clerical work and minor administrative and business detail by performing the following duties.

**GENERAL RESPONSIBILITIES**

- Manages high-level calendaring and scheduling for Director of Development.
- Reads and routes incoming mail within the development department.
- Composes routine correspondence, reports, and other documents
- Organizes and maintains detailed file system and files correspondence and other records.
- Answers and filters executive's telephone calls and e-mails.
- Returns phone calls and emails to vendors and consultants, and answers questions when able to.
- Creates and organizes presentation materials for various meetings.
- Coordinates payment requests with accounting department for varying projects.
- Arranges and coordinates travel schedules and reservations, prepares expense reports and completes monthly corporate card reconciliation.
- Coordinates and arranges meetings, greets visitors for meetings, prepares agendas, reserves and prepares facilities, and records and transcribes minutes of meetings.
- Plans events for major project milestones and assists with planning company events and functions.
- Assists with creating proposals and marketing materials for new projects.
- Works with and supports CEO, President, CFO, and project managers as needed.

- Runs errands as needed - i.e. pick up permits and plans and track permit status, pick up lunch for executive meetings.
- Create and schedule social media posts, assist with writing articles and putting together company newsletter(s).
- Other duties as assigned.

### **KNOWLEDGE AND SKILLS**

Proficient in Microsoft Office and Adobe Acrobat. Preferred experience with Microsoft Project, Adobe InDesign and Adobe Illustrator or can be trained.

Detail-oriented and highly organized

Able to handle several tasks/projects at one time, prioritize needs, and meet deadlines. Knows when to ask for help/guidance.

Excellent verbal and written communication skills, preferably a fast typist.

### **PHYSICAL DEMANDS**

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

While performing the duties of this job, the employee is regularly required to sit. The employee frequently is required to use hands to finger, handle, or feel and is required to talk or hear. The employee is occasionally required to stand and walk. The employee must occasionally lift and/or move up to 5 pounds.

### **WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually quiet.

### **EDUCATION AND EXPERIENCE**

Two years as executive assistant preferred or three years as administrative assistant in fast-paced environment. Experience in commercial development preferred.