



Immediate Opening: EXECUTIVE ASSISTANT **August 3, 2018**

The Executive Assistant provides administrative support for The National Society of The Colonial Dames of America, one of the country's finest nonprofit organizations devoted to historic preservation and patriotic service, and Dumbarton House, its national headquarters and museum. The Executive Assistant manages the administrative flow of the Executive Office, including support of the Executive Director; assists the Executive Director with confidential materials; and manages cross-departmental projects with a primary focus on increasing operational effectiveness.

RESPONSIBILITIES OF THE POSITION INCLUDE:

- **Calendar & Logistics Management:** has primary responsibility for the ED's calendar; briefs ED on important information as needed; handles meeting logistics and follow-up for the ED.
- **Administrative Support:** maintains ED files, keeps track of due dates and performs required follow up, directs incoming calls, and greets visitors. Processes standard forms and the ED's travel expense forms; monitors expenses. Plans ED travel arrangements, prepares hostess gifts and meeting materials to support ED travel. Prepares thank you notes and follow-up correspondence. Supports ED presentations by creating PowerPoints, collating images, proofreading, etc.
- **Executive Support:** Assembles and shares agendas for meetings; manages follow up. Ensures ED follows up with donors and prospective donors; ensures data is entered into the donor system. Supports meeting preparation for NSCDA Executive Committee and DH Board Meetings.

QUALIFICATIONS:

- Effectively manage competing, changing priorities; thrive in fast-paced, deadline-oriented environment.
- Strong interpersonal skills, including the ability to interface effectively at the executive level, with Board members, Board committees, and across the organization.
- An excellent communicator, both orally and in writing. Strong grammar and writing skills.
- A strong customer service orientation and able to adapt to a variety of personalities.
- Able to effectively plan, organize, and track projects and tasks.
- Demonstrated analytical, quantitative, and budget administration skills.
- Exquisite attention to detail. Must be detail-oriented without losing sight of the big picture.
- Advanced skills with the Microsoft Office suite.
- Exercise good judgment and proven ability to deal with confidential information; demonstrate the ability to work effectively in a team environment.
- Strength, dexterity, and mobility to perform all duties, including lifting objects, stooping, bending, climbing stairs, and working in tiring and uncomfortable positions.

SCHEDULE & COMPENSATION:

- Part-time, hourly (non-exempt) position; approximately 18 hours/week; \$18/hour
- Consistent weekly schedule required and availability for additional hours during busy meeting seasons preferred; please include scheduling availability (M-F, 8am-6pm) and flexibility in application materials

TO APPLY:

- Please send resume and cover letter to karendaly@dumbartonhouse.org with "Executive Assistant" in the subject line. No phone calls please.