



Executive Assistant

Position Summary:

The Assistant reports to the Executive Director and works in support of the Director, The National Society of the Colonial Dames of America (NSCDA) President, and Executive Committee. This position provides administrative support to the Executive Director, NSCDA President, Executive Committee, and serves as a liaison to the National Board and the Dumbarton House Board.

The Assistant manages a wide variety of substantially complex, diversified, and confidential tasks pertaining to the administrative functions of the Office of the Director. Areas of coverage include Executive Committee and Board meetings (meeting notifications, agendas, logistics, and meeting minutes), office and budget management, calendaring and correspondence as well as liaising with internal and external stakeholders. Independent judgment is required to plan, prioritize, and organize the diverse workload, as well as recommend any needed changes in office practices or procedures.

The Assistant is entrusted with critically sensitive information and must exercise considerable discretion and independent judgment in his/her role as an ambassador for the Director and the NSCDA.

Responsibilities:

- Take an active role in assisting the President, Executive Committee, Director, NSCDA Membership Manager, and Events Coordinator with planning and coordinating Board meetings, committee meetings and meals/events/activities associated with those meetings. Includes creating Power Point presentations, taking and distributing minutes, and setting up in-person/Zoom meetings.
- Serve as liaison to the Director's Office, working to ensure good communication and coordination between the President, Executive Committee, Board and staff, assisting with inquiries and requests as needed.
- Review, sort and compose electronic and hard copy correspondence, agendas, and remarks; this requires knowledge of NSCDA operations, the ability to prioritize incoming mail and messages, and an understanding of the Director, President, and Executive Committee's views and philosophy.
- Organize, create and oversee Board and Director's Office files, including electronic, paper, and cloud-based files maintained in the Board portal.



- Manage the calendar, correspondence, and travel arrangements of the Director, alerting the Director to time-sensitive and priority messages/mail.
- Assist the Director by providing phone backup and by ensuring that appointments, meetings, and deadlines are on schedule.
- Oversee the budget of the Office, processing invoices and credit card charges while ensuring that expenses remain within budget.
- Act as a liaison with other departments and outside agencies, including staff across Great American Treasures properties as well as the NSCDA Executive Committee and Board.
- Inventory and order office supplies.
- Greet and accommodate Board and NSCDA Members, VIPs, and donors.
- Assist Director and Director of Finance and Administration with processing of payroll, as needed.

Other duties as assigned.

Qualifications:

This position requires an undergraduate degree and 2-4 years of experience in an administrative role. Coursework in historic preservation, museum studies of business administration and experience in a museum or cultural setting is a plus. The ideal candidate will have the following qualifications:

- Excellent written and verbal communication skills.
- Thorough proficiency in Microsoft Word, Outlook, Excel and Power Point with willingness to learn new computer programs required.
- Knowledge of budgetary and administrative processes.
- Demonstrated competency as a detail-oriented, proactive administrator with the ability to work well under deadlines, problem solve independently, and work within a team.
- Top-notch organizational skills, including the ability to manage time.
- Ability to communicate in a professional manner and work collaboratively with people at all levels within the organization as well as external constituents.
- Flexibility and reliability.
- Ability to handle sensitive and confidential information.



Salary and Benefits:

This is a full-time position.

Salary is commensurate with experience.

Benefits include:

- Paid Time Off
- Retirement Plan
- Health, Dental and Vision Insurance
- Life Insurance

Proof of vaccination required upon hire.

Location:

Dumbarton House Museum, 2715 Q Street, NW Washington DC 20007