



Executive Assistant

POSITION SUMMARY:

The Executive Assistant provides administrative support to the Executive Director and manages a range of communications and tasks for members of the NSCDA Executive Committee. The individual in this role also serves as a liaison between the Director's Office, the staff, the general public, NSCDA membership, and NSCDA/Dumbarton House Board Members.

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, maintaining a busy calendar and scheduling appointments and conference calls, and maintaining contact information. Independent judgment is required to plan, prioritize, and organize the diverse workload, as well as recommend any needed changes in office practices or procedures. This position 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.

ESSENTIAL DUTIES & RESPONSIBILITIES:

1. Take an active role in assisting the Director, President and Executive Committee with planning and coordinating Board meetings. Includes creating Power Point presentations, taking and distributing minutes, and setting up in-person/Zoom meetings.
2. Serve as liaison to the Director's Office, working to ensure good communication and coordination between the Director, President, Executive Committee, Board and staff, assisting with inquiries and requests as needed.
3. Review, compose, sort and file 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's views and philosophy.
4. Organize, create and oversee Director's Office files, including electronic and paper.
5. Manage the calendar, correspondence, travel arrangements and travel materials, and business expenses of the Director, alerting her to time-sensitive and priority messages/mail.
6. Assist the Director by providing phone backup and by ensuring that appointments, meetings, and deadlines are on schedule.



7. Oversee the budget of the Office, processing invoices and credit card charges while ensuring that expenses remain within budget.
8. Maintain and order office supplies.
9. Greet and accommodate Board and NSCDA Members, VIPs, and donors.
10. Assist Director of Finance and Administration with processing of payroll, as needed.
11. Manage special projects as designated by the Director.

KEY ATTRIBUTES & QUALIFICATIONS:

- Bachelor's degree and three years of administrative experience required (Preferred: Bachelor's degree with study in administration, art history, American History, museum studies or related field + 5 or more years of experience in an executive office environment).
- 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.
- May require occasional evening/weekend hours to attend Board Meetings

SALARY AND BENEFITS:

- \$45,000 – 50,000 annually (This is a non-exempt position, eligible for overtime)
- Paid time off
- Health, Dental, and Vision Insurance
- Retirement Plan
- Life Insurance.
- Free on-site parking
- Transit/Capital Bike Share benefits
- Staff museum gift shop discount
- Dumbarton House is an Equal Opportunity Employer.
- Proof of full vaccination is required upon hire.



TO APPLY:

- Send a cover letter and resume to: Hiring Manager at jobs@dumbartonhouse.org
subject line: “Executive Assistant”
- No phone calls please.
- Qualified applicants will be contacted to schedule an interview and have references reviewed.

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

About the NSCDA

The National Society of The Colonial Dames of America (www.nscda.org) is one of the oldest historic preservation organizations in America. Founded in 1891 as a women's lineage organization, the NSCDA now has over 15,000 members in 44 Corporate Societies and owns, operates or supports over 90 historic properties and sites throughout the United States. Our mission is to promote respect for the people, places and events that led to the formation of our country through historic preservation, patriotic service, and history education programs.