

KALAMAZOO INSTITUTE OF ARTS POSITION DESCRIPTION

POSITION TITLE: Executive Assistant
IMMEDIATE SUPERVISOR: Executive Director
CLASSIFICATION: Full time; exempt

Summary of Position: Reporting directly to the Executive Director of the Kalamazoo Institute of Arts, the Executive Assistant provides executive support in a one-on-one working relationship. The Executive Assistant serves as the primary point of contact for internal and external constituencies on all matters pertaining to the Office of the Executive Director. The Executive Assistant also serves as a liaison to the board of directors and senior management; organizes and coordinates executive outreach and external relations efforts; and oversees special projects. The Executive Assistant must be creative and enjoy working within a small, arts-based environment that is mission and results driven and community oriented.

Roles and Responsibilities

Executive Support

- Completes a broad variety of administrative tasks for the Executive Director (ED) including: managing an active calendar of appointments; completing expense reports; composing and preparing correspondence that is sometimes confidential; arranging detailed travel plans, itineraries, and agendas; compiling documents meetings and/or presentations, sorting/allocating incoming paper and electronic mail; and organizing and filing documents.
- Provides "gatekeeper" and "gateway" role, creating win-win situations for direct access to the ED.
- Communicates directly, and on behalf of the ED, with Board members, donors, staff, and others, on matters related to ED's programmatic initiatives.
- Researches, prioritizes, and follows up on incoming issues and concerns addressed to the ED, including those of a sensitive or confidential nature. Effectively handles customer service concerns and determines an appropriate course of action, referral, or response.
- Provides a bridge for smooth communication between the ED's office and internal departments; demonstrating leadership to maintain credibility, trust and support with senior management staff.
- Works closely and effectively with the ED to keep him/her well informed of upcoming commitments and responsibilities, following up appropriately.
- Provides leadership to build relationships crucial to the success of the organization, and manages a variety of special projects for the ED, some of which may have organizational impact.
- Successfully completes critical aspects of deliverables with a hands-on approach, including drafting acknowledgement letters, personal correspondence, writing memos, creating reports, spreadsheets, presentations, and other tasks that facilitate the ED's ability to effectively lead the organization.
- Prioritizes conflicting needs; handles matters expeditiously, proactively, and follows-through on projects to successful completion, often with deadline pressures.
- Works with the Facility Coordinator and others to manage the KIA master calendar.

Board Support and Liaison

- Serves as the Executive Director's administrative liaison to the Kalamazoo Institute of Arts' board of directors.
- Maintains discretion and confidentiality in relationships with all board members.
- Adheres to compliance with applicable rules and regulations set in bylaws regarding board and board committee matters, including advance distribution of materials before Board, Executive Committee, and some Standing and Advisory Committee meetings in electronic/paper format.
- Makes arrangements for and attends Board Meetings and takes accurate minutes.
- Prepares materials and makes all arrangements associated with the Annual Meeting.

Senior Management Liaison

- Participates as an adjunct member of the Senior Leadership Team including assisting in scheduling meetings, attending all meetings and managing deadlines.
- Assists in coordinating the agenda of Senior Leadership Team meetings and all staff meetings.
- Facilitates cross-divisional coordination of outreach plans.

Strategic Initiatives, Communications, Partnerships, and Outreach

- Assists with coordinating the Executive Director's outreach activities.
- Follows up on contacts made by the Executive Director and supports the cultivation of ongoing relationships.
- Creates and edits acknowledgement letters to donors; drafts other communications to external stakeholders from the Executive Director.
- Ensures that the Executive Director's bio is kept updated and responds to requests for materials regarding the Executive Director and the organization in general.

Qualifications

- Strong organizational skills that reflect ability to perform and prioritize multiple tasks seamlessly with excellent attention to detail
- Strong interpersonal skills and the ability to build relationships with stakeholders, including staff, board members, external partners and donors
- Expert level written and verbal communication skills
- Demonstrated proactive approaches to problem-solving and decision-making
- Emotional maturity
- Resourceful team-player, with the ability to also be effective independently
- Proven ability to handle confidential information with discretion, be adaptable to various competing demands, and demonstrate the highest level of customer service and response.
- Demonstrated ability to achieve high performance goals and meet deadlines.
- Forward looking thinker who actively seeks opportunities and proposes solutions.

Education and Experience Requirements

- Bachelor's degree required
- Strong work tenure: five to 10 years of experience supporting an organizational leader, preferably in a non-profit organization
- Experience and interest in internal and external communications, partnership development, and fundraising
- Proficient in Microsoft Office (Outlook, Word, Excel, and Power Point), Adobe Acrobat, and Social Media web platforms.

Physical Job Requirements

- While performing this job, the employee will be required to sit, stand and walk, to lift up to 30-50 lbs. occasionally, do close work with a computer monitor and perform repetitive hand movements
- Employee must be able to communicate verbally.

About the Kalamazoo Institute of Arts

The Kalamazoo Institute of Arts is a leading nonprofit art museum and school. Since 1924, the institute has offered art classes, exhibitions, lectures, events, activities and a permanent collection. The KIA's mission is to cultivate the creation and appreciation of the visual arts in West Michigan. We believe the visual arts are for everyone. They inspire, fulfill, and transform.

The KIA is an equal opportunity employer that offers a competitive benefits package that includes medical, dental, life, retirement savings, and more. No phone calls please. Interested candidates should forward a resume to jobs@kiarts.org with **Executive Assistant** in the subject line or mail to Kalamazoo Institute of Arts, 314 S. Park Street, Kalamazoo, MI 49007. Applications must be received by 5:00 pm, Wednesday, September 30, 2015