



Buffalo Olmsted Parks Conservancy, Inc.

Job Description

Position Title:	Executive Assistant
Reports To:	Executive Director
Supervises:	0
Requirements:	City of Buffalo Residency

Position Summary

The Executive Assistant is responsible for specific and detailed administrative support to the Executive Director (E.D.); including main reception for calls, visitors, and serving as an ambassador for first impressions of our reputable nonprofit organization and the office of the E.D. This is a direct report position, and serves to create a highly professional atmosphere, with efficient office management, enhanced communication, and strategic tactical executive support.

This may be a part-time or full-time position. The position is non-exempt according to the Fair Labor Standards Act and the NYS Department of Labor rules and regulations. The workweek includes flexible schedules depending on the workload, with some weekend and holiday work.

Major Duties and Responsibilities

Administration – Organize/manage Administrative support to the E.D. including but not limited to:

- Serving as primary line of communication to the E.D. and maintaining his/her meeting schedule and calendar
- Maintaining a professional atmosphere for the executive office as well as first impressions for the Conservancy headquarters and guest relations
- Serving as point of contact for all other staff, particularly others at the Sr. or Director level, while supporting clear cross-communication in a positive, helpful and respectful manner to ensure a productive team environment and decorum
- Assisting with Board and related Committee communications, minutes, and reporting
- Coordination of the executive office filing system and record keeping, for accuracy and access to corporate records, documents and reports
- Compiling and researching critical and pertinent facts and details to the E.D. in preparation of meetings, including prior meeting minutes, notes.
- Answering phones for the executive office and assisting constituents or visitors with information, making appropriate connections or taking messages
- Giving input on office efficiencies, policy and procedural updates or recommendations, protocols, or other professional enhancements to the betterment of the organization

Stewardship - Essential follow through and tracking for E.D. interactions and next steps.

- Handles all stewardship preparation for correspondence, follow up and support
- Provides weekly updates of historical relationship dossiers for constituent files in coordination with the Development office
- Plans and prepares for constituent visits, membership calls, and VIP interactions, and activates other Staff as necessary on behalf of the E.D. for relationship support
- Maintains annual calendar with relationship details for staff, Board and key constituent birthdays, anniversaries, and congratulatory events, deaths, and prepares the E.D. in advance to follow through with recognition of these dates, occurrences, and appearances
- Coordinates and interfaces with HR to ensure staff vacation calendars for senior and administrative staff are updated and advises the E.D. accordingly
- Organizes and maintains Executive Committee packets, Board Packets, and coordinates with other staff for submittal accuracy and agenda adherence
- Works collaboratively with Sr. Director of Finance and Administration on Governance related items, bylaws, and nonprofit organizational compliance materials
- May be asked to assist with minutes taking and preparation at the Executive Committee and/or Board level

Meetings/Events & Travel – Directly related to E.D. only

- Coordinates and prepares for E.D. meetings related to the executive office including: the annual Board Retreat, monthly Board meetings, Sr. staff and All staff meetings, staff recognitions, conferences, etc. Plus, when requested, assists with other E.D. or Trustee hosted events or special activities, which may fall outside the scope of the PR and Events Coordinator on the Development team
- Assures any related meeting planning details as to meeting room technology, conference calling, name tags and cards, hospitality and preparations, as well as post-meeting wrap up and any document shredding
- Assists with arranging E.D. travel and conference needs, flights, transportation, hotels, agendas, registration materials, maps, directions, etc.
- Works collaboratively with the Development and Events staff as needed in relation to any E.D. involved meetings, events and/or travel aspects, as to efficiencies, policies, procedures, and budget compliance

Qualifications and Attributes

- Non-profit administration and executive office assistance experience preferred
- Interpersonal Relations – has experience and skills in relationship management; respects others; considers and responds to the needs and capabilities of others; establishes and maintains an open dialogue for problem solving and customer service
- Constituent Responsiveness - seeks and identifies, prioritizes, and balances customer issues; takes time to answer questions and explain decisions; follows through on commitments in a timely manner; maintains a commitment to continuous improvement
- Personal Integrity and Professional Conduct - exudes dependability, honesty, integrity, trustworthiness, and credibility; must model professional behavior and demeanor at all

times; accepts responsibility for own actions; maintains confidentiality; upholds ethical standards even in the face of opposition

- Problem Solving – analytical abilities to increase office efficiencies, policy and procedure recommendations, troubleshooting and bringing attention to options or opportunities
- Technical Skills – experience and proficiencies with Microsoft Office including Word, Excel, and Outlook, along with any donor software or QuickBooks knowledge if possible
- Judgment and Decision-Making - recognizes when immediate action is required. Identifies important interrelationships; supports decisions or recommendations with respect; willingly accepts constructive feedback.
- Oral and Written Communication (i.e. In person, verbal, written) - has demonstrated ability to work with a wide range of sensitive and confidential issues and communicate information effectively to constituents and staff; expresses ideas and facts in a clear, tactful and understandable manner;
- Time Management - demonstrated ability and dependability to coordinate multiple projects while managing conflicting priorities and deadlines

Working Conditions:

- This is a primary desk/office position, however, may require employee to work outdoors (events) as well as in a sheltered environment
- Office area may be a shared space with other employees
- Some duties may require employee to bend, reach, stoop, sit, stand and/or walk for extended periods of time and/or move heavy objects at times up to 30 lbs.
- May require after office hours, as needed and scheduled
- Must be able to adapt to flexible, limited and/or changing resources
- Must abide by company policies and procedures

Buffalo Olmsted Parks Conservancy, Inc. is committed to diversity in the workplace. Buffalo Olmsted Parks Conservancy, Inc. is an equal opportunity employer.

This job description is intended to identify and list the responsibilities, duties and qualifications most commonly associated with the position. This listing cannot be considered all-inclusive, as changing organizational circumstances can result in changes to some of those responsibilities, duties and qualifications. Further, every task supporting the functioning of the position may not be listed or not listed in detail. This job description does not constitute a contract of employment.