



POSITION: Executive Assistant

LOCATION: Montpelier, Vermont

## **JOB SUMMARY**

The Executive Assistant provides high-level administrative support to the CEO, COO and Communications Director (for development activities). This is a trusted and highly responsible position within the Regulatory Assistance Project (RAP) requiring a proven leader with integrity, elevated communication and organizational skills, a strong ability to prioritize, and great attention to detail.

Main responsibilities will include managing the flow of documents and communications to and from the CEO; maintaining the CEO's calendar; arranging complex and detailed travel itineraries for the CEO and processing expenses and travel arrangements; working with the COO to coordinate and support board meetings and activities of the Senior Leadership Team; and coordinating activities to support a robust development and outreach program. As an experienced Executive Assistant, you will create efficiencies for the CEO by assuring prompt staff and key partner communications, screening emails to prioritize correspondence and responding on behalf of the CEO when appropriate or escalating when required.

## **ESSENTIAL DUTIES AND RESPONSIBILITIES**

- Maintain professional relationships across RAP and with external parties to provide support when needed. Act as the administrative point of contact between the CEO and internal staff and external relationships.
- Provide exceptional, proactive support with minimal direction while maintaining confidentiality.
- Receive calls, take messages, and route correspondence; handle executives' requests and queries appropriately.
- Coordinate meetings and itineraries and make travel arrangements for the CEO.
- Arrange Board of Directors meetings. Coordinate board package, and record and distribute meeting minutes. File and retrieve corporate documents, records, and reports.
- Coordinate special projects for the Senior Leadership Team such as strategic planning exercises.
- With strong systems knowledge, assist with PowerPoint presentations and

support the CEO and COO with ad hoc projects.

- Coordinate with the Communications Director on development:
  - Execute activities in support of RAP's fundraising strategy and plans. Tasks may include conducting research and engagement, assisting the CEO and regional directors in cultivation and stewardship activities for donors, and supporting the development of donor marketing materials.
  - Ensure effective engagement and follow-up after CEO donor activity.
  - Use the Zoho database for tracking donor information.
  - Ensure that protocols for donor acknowledgment are maintained at all gift levels.
  - Conduct prospect research by using online tools to research philanthropies and prepare and maintain profile reports.

## **MINIMUM QUALIFICATIONS**

- A minimum of a two-year associate degree (bachelor's degree preferred) in business, nonprofit management, or a related discipline.
- Five to ten years of relevant work experience and demonstrated communications, development, or administrative experience.
- Highly developed collaborative project management skills and a strong customer service perspective.
- Outstanding organizational skills and attention to detail.
- Excellent writing and editing skills, including the ability to edit and proofread technical documents.
- Demonstrated ability to work well with a variety of personalities and work styles.
- Demonstrated ability to work independently and as part of a team.
- Self-motivation and ability to take initiative without direction.
- Ability to manage multiple tasks; excellent time management skills.
- Proficiency in MS Office applications and willingness to advance knowledge.
- Mission-driven interest in climate and energy policy.

## **OTHER DESIRABLE SKILLS AND ATTRIBUTES**

- Flexibility.
- Stress management/composure.

## **EXCELLENCE IN THIS POSITION**

- Ultimately, you should be able to identify and address the needs of the executives and perform administrative tasks to ensure RAP's workflow runs smoothly.

## **WORKING CONDITIONS**

Work is normally performed in a climate-controlled office environment, where exposure to conditions of extreme heat/cold, poor ventilation, fumes, and gases is very limited. Noise level is moderate and includes the sounds of normal office equipment (computers, telephones, etc.). No known environmental hazards are encountered in normal performance of job duties.

- Project timelines and work volume/deadlines may occasionally require more than 40 hours per week to complete the essential duties of this job.

## **PHYSICAL DEMANDS**

The physical demands and work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential function:

- Ability to work at a computer for long periods of time.

## **SUPERVISORY RESPONSIBILITIES**

None

## **REPORTS TO**

CEO

## **FLSA STATUS**

Exempt