



## **Executive Assistant Job Description**

Position Classification: At will, non-exempt position

Reports to: CEO

Direct Reports: None

### **Summary**

Candidate should be a responsible experienced Executive Assistant to support our CEO in a timely and professional manner. The main duties include scheduling meetings, managing clerical and administrative functions of the Board and its sub committees and organizing the daily calendar of the CEO. Candidate must be proactive, meet deadlines, communicate effectively and be very well versed in office management technologies.

### **Essential Functions**

Manage the CEO's calendar; schedule internal & external meetings.

Monitor CEO's email to help keep deadlines attainable and ensure sensitive items are being addressed.

Create reports, prepare PowerPoint presentations and correspondence on behalf of the CEO.

Update the Foundation website as required on an ongoing basis.

Assist the CEO and CFO with preparation for Board, Trustee, and various Committee meetings.

Record, type and distribute meeting minutes both internally and externally as required.

Provide support for the maintenance of Board Governance documents and trademark registrations.

Provide front office support to the Foundation, including answering incoming calls, greeting visitors, accepting deliveries and managing administrative activities.

Conduct research, respond to or direct information requests and perform functions such as receiving visitors, arranging conference calls and scheduling meetings.

Maintain & update the Foundation's grants management system:

- Provide technical support to grantees requiring assistance with new applications, quarterly reporting and documentation requested by the Foundation
- Update proposal status as required

Schedule Grant Committee liaison visits with beneficiary organizations.

Assist the Grants Director with preparation for the Grant Committee and Beneficiary meetings and preparation of grant management reports. Record, type and distribute Beneficiary meeting minutes. Create and distribute various Beneficiary correspondence.

Assist the Volunteer Coordinator with updating and maintaining volunteer descriptions in Word format and the volunteer database. Assist with scheduling and managing several hundred volunteers during festival weekend.

Create name badges for various meetings and events throughout the year.

Perform general office duties such as distributing mail, ordering office supplies, along with assisting in the scheduling and facilitation of general operational visits.

### **Required Competencies and Skills**

This position requires a college degree in Business Administration or related field and/or extensive Executive Assistant experience. The position requires a well-polished professional with very strong customer service skills, and the ability to interface on a professional level with many C-Level Executives.

Must be able to work well independently; however teamwork is an essential aspect of this position as it does interact closely with all departments of the organization. Candidate should also possess advanced computer skills with extensive software knowledge including the entire Microsoft Office Suite.

Additional attributes should include:

- Ability to multi-task, strong attention to detail and time management skills
- Well-organized, flexible, demonstrated ability to work well under pressure
- Adaptable to shifting priorities
- Commitment to maintaining confidentiality

Please submit resumes to [jobs@napleswinefestival.com](mailto:jobs@napleswinefestival.com). Additionally, please include Admin Department in the subject line of your email.