

TOWER HILL

BOTANIC GARDEN

EXECUTIVE ASSISTANT

The Executive Assistant reports to the CEO and works individually and as a team member to facilitate the administrative functions and effectiveness of the Executive Office. Specific responsibilities include maintaining the CEO's calendar, coordinating communications, planning and executing business meetings, and providing support to the Senior Management Team.

The Executive Assistant is also responsible for scheduling Board meetings, assisting in agenda writing for Trustee and Board Committee meetings, preparing materials for Board meetings, and ensuring that meeting minutes and follow up is accomplished. The Executive Assistant must anticipate the needs of a busy office, interface with Board, staff and a diverse constituency, maintain confidentiality and set priorities in accordance with the Director's strategic agenda.

Accountabilities

- Maximize the effectiveness of the Director's Office in meeting annual goals by maintaining the calendar; proof, disseminate and monitor written correspondence as needed; review mail; manage office budget; answer phones and other administrative duties as needed.
- Work with Development to ensure donor relations including cultivation, solicitation and acknowledgements are accomplished.
- Support the Board of Trustees and Executive Committee, attend and support Committees as needed by scheduling the annual calendar; compiling and disseminating agendas and minutes; and ensure other follow up is accomplished.
- Maintain Board relationships/requests/information.
- Support the Governance Committee including board orientation and recruitment database and calendar as well as bios, terms and qualifications of the Trustees.
- Assist with preparations for the Annual Meeting.
- Manage the schedule and ensure agenda's and minutes of management and all staff meetings.
- Serve on cross-functional teams and committees as needed.
- Work with External Affairs to answer inquiries from the media and public officials.
- Work with Finance and Administration to support HR, IT and Administrative efforts as needed.
- Data base management and input.
- Assist with events and meetings as needed.
- Greet and assist visitors.
- Must be willing to work additional hours when needed and a flexible schedule
- All other duties as assigned.

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Qualifications

- Associates Degree required and Bachelors Degree preferred.
- 3-5 years of administrative support experience; Development experience highly desirable.
- Ability to work in a fast-paced environment on multiple projects under pressure, including the flexibility to adapt to changing priorities. Sense of humor preferred.
- Proficiency in Microsoft Office, including Word, Excel, PowerPoint and Outlook.
- Experience with Raiser's Edge database preferred.
- Demonstrated communications skills.
- Excellent organizational skills: Detail-oriented and ability to follow through.
- Interest in Tower Hill's mission is helpful but not required.

Summary Statement

The ideal candidate is:

- A proactive problem solver
- Self-motivated and able to work without close supervision
- Able to prioritize multiple tasks and establish and meet deadlines
- Continually builds technical and professional knowledge associated with job objectives

In addition to being an Equal Opportunity Employer, Tower Hill Botanic Garden aims to create an inclusive workplace that values each member of our team. We aspire to reflect and serve our visitors as well as the communities of Worcester County, Massachusetts and New England.