

JOB DESCRIPTION

TITLE: Executive Associate

LOCATION: San Francisco/Silicon Valley

DATE: October, 2019

GRADE: 6

PROGRAM/DEPT: Northern California Center

REPORTS TO: Executive Director

PURPOSE:

The Executive Associate supports the Executive Director on all work-related activities, functions, and administrative tasks. A qualified candidate will have experience managing an extensive and detailed Outlook calendar, a history of executing all aspects of on-site meetings, the ability to record detailed meeting notes, field incoming calls and emails, work in collaboration with the executive director on all project planning, execution, and daily administrative activities. Position requires the ability to engage professionally, courteously, and with a customer-service oriented approach with board members, executive committee members, patrons, business professionals and other VIP's.

RESPONSIBILITIES:

- Extensive Outlook calendar management for the Executive Director, including meetings, events, drive time, conference calls, travel itineraries, tentative plans and action items/tasks.
- Supports the Executive Director with scheduling, correspondence, emails, incoming requests, RSVP's, project planning/execution, compiling/generating reports, preparing presentations and printed materials for meetings.
- Planning, scheduling and execution of key meetings, including set-up/break down, ordering food/beverages, execution of requested materials or AV needs, assisting attendees, and being the liaison for the executive director. Occasional offsite travel will be required for meetings/events.
- Responsible for maintaining minutes for key meetings through direct transcription. Filing all minutes electronically and in binders for quick reference.
- Responsible for maintaining all Board and Committee related materials both electronically and in binders.
- Collaboration with Executive Director on preparing presentations to Board and Advisory Board. PowerPoint presentations, written materials/reports, agendas, spreadsheets, and visual displays.

- Oversees incoming (“date stamp”) and outgoing mail activities. (Both office mail and the Executive Director’s communication to board members, committee members and patrons.)
- Responsible for fielding all incoming email and phone calls for the Executive Director. Ability to professionally and promptly handle all local, national, and international calls. Requires exceptional communication skills combined with a high level of sensitivity, confidentiality, diplomacy, and the ability to take detailed messages and refer calls appropriately.
- Responsible for general administrative functions including ordering supplies, maintaining data/forms, making travel arrangements, completing mileage/reimbursement forms, updating accounts and managing the Executive Director’s online files.
- Organizing requests from members of the board and other important donors.
- Preparing and disseminating the annual Board Directory.
- Managing the annual committee review process.
- Working with curatorial department and leadership for visiting dignitaries or special out-of-town guests to coordinate exhibition tours.
- Anticipating informational needs of the executive director, including biographies for upcoming meetings and events.
- Attending and assisting with events as assigned by the executive director.
- Other responsibilities as assigned by the executive director.

QUALIFICATIONS:

- Bachelor’s Degree preferred but not required.
- 3-4 years’ related experience, in a non-profit setting preferred.
- Experience working with executive professionals, dignitaries, board members or executive committees.
- Excellent written and oral communication skills with a high attention to detail.
- Proficiency with Microsoft Office software. Outlook, Word and basic Excel experience required. Helpful software would include: Salesforce, PowerPoint, Adobe Acrobat Pro, Publisher, and Adobe InDesign.
- Ability to plan, multi-task, maintain high organizational standards, work with attention to detail, problem solve and work in daily collaboration with changing priorities.
- Desire to thrive in a team environment that takes pride in the organization’s mission, commitment to integrity, willingness to innovate, and an overall enthusiasm for our brand.

COMPETENCIES:

Professional and Results-Oriented:

- Highly organized and a self-starter, with strong attention to detail and an entrepreneurial spirit

- Seeks to consistently produce results that achieve goals and objectives
- Conscientious and efficient in meeting commitments and observing deadlines
- Able to work independently with minimum supervision
- Good judgment, tact and discretion
- Ability to translate ideas into action
- Good ambassador for Asia Society, with current knowledge about the organization locally and globally

Collaboration and Teamwork:

- Excellent skills in communicating with people from different cultures, backgrounds, and across time zones
- Actively follows best practices in nonprofit communications and is highly collaborative, organized, adaptable and team-oriented.
- Works with others towards common purposes to achieve shared goals by developing and maintaining responsive, cooperative and mutually beneficial internal and external relationships
- Acts as a global facilitator to have conversations, exchange ideas and build understanding

Innovation:

- Identifies new and creative ways of doing something or solving a problem that improves, changes and results in value to the organization and constituencies (could be through technology or introducing new ways of thinking)
- Uses technology for impact, reach and efficiency, such as through social media, databases, etc.

Technical Expertise:

- Professional competencies in the related field of work
- Recognizes trends in theory and practice of one's own technical area and effectively prepares for anticipated changes
- Experience in Salesforce highly desirable and the use of custom web forms and membership tools is a plus. Strong computer skills (MS Word, MS Excel) are required.

This is a full-time position. The Center offers a very competitive salary, as well as a comprehensive benefits package.

How to Apply:

Please email your cover letter, resume, and salary requirements to sanfrancisco@asiasociety.org or fax to (415) 421-2465. Indicate job title and job code 2004 in the subject line. No phone calls please.

Asia Society is an Equal Employment Opportunity Employer.