



2627 Avenue O
Galveston, TX 77550
409-770-0722

www.artistboat.org
executiveassistant@artistboat.org

Job Description: Artist Boat Inc.
Title: Executive Assistant
FLSA Status: Salaried Exempt
Reports to: Executive Director

Job Purpose: The Executive Assistant is expected to have a strong foundation in best management practices for nonprofit management to foster and maintain Artist Boat's growth through development, marketing, and administration. The purpose of this job is to provide administrative assistance to the Executive Director to assure development, marketing, and administrative functions are maintained and leveraged to grow Artist Boat's donor, volunteer, participant, and employee base. Further, this employee is expected to grow programs through all marketing and development mechanisms available to Artist Boat (website, press releases, public service announcements, marketing and advertising, editorial columns, newsletters, email communications, committee meetings, public relations tools, Float the Boat, annual appeals, maintaining our donor database and mailing list, individual donor cultivation, and other special projects).

Personality: Candidate must be intrinsically motivated, results-oriented and possess a positive outlook; must demonstrate positive and professional communication at all times with the Executive Director, while maintaining a clear focus on high quality and program economics; should be a natural forward planner who critically assesses own performance as well as organizational performance; should be mature, credible, and comfortable in dealing with people at all levels; reliable, tolerant, able to get on with others and be a team player; driven to develop professionally and seek out opportunities for professional development; committed to clear communication with the Executive Director and committed to taking care of any tasks that leverage the Executive Director's ability to garner resources, donors, and partnerships for Artist Boat; consummate professional holding the confidentiality of the Executive Director at all times.

Essential Function:

Provide ongoing administrative support required for the successful function of the key focus areas for the Executive Director, including development, marketing, grant applications, outreach, and office administration (exclusive of finances.) Serve as an ambassador for the organization by articulating Artist Boat's identity and mission whenever such communication is required. Assist in tasks needed to ensure Executive Director's efficiency. Anticipate and prioritize assignments and work closely with the Executive Director on varied opportunities and operational goals.

Complexity and Problem Solving:

- Ability to provide project support and assist the Executive Director on multiple assignments.
- Ability to work and thrive in a high-visibility and fast paced, sometimes stressful environment.

Discretion / Latitude / Decision Making:

- Ability to recommend good decisions based on analysis, wisdom, experience, and sound judgment.
- Ability to learn and acquire knowledge and skills related to administrative and office management, file organization (hard and electronic), and executive functions.
- Ability to act independently.
- Ability to maintain confidentiality.

Communication/ Interpersonal Skills:

- Ability to build and maintain constructive and effective relationships with staff, board members, partners, and various outside individuals/organizations while accurately representing the philosophy of the Executive Director.
- Ability to work effectively in high-tension situations and maintain composure under pressure.

Working Conditions/Physical Effort:

- Ability to work long hours and weekends when needed.

- Be able to utilize personal cell phone to communicate.
- Coordinate major fundraising events with the Executive Director and committee volunteers.

Key Responsibilities May Include:

- Oversee and prepare all printed materials for approval.
- Design and maintain databases (email, mailing lists, donor database, and participant database).
- File, retrieve, and maintain and organize documents and reference materials.
- Conduct research, collect and analyze data to prepare reports and documents.
- Manage and maintain executives' schedules, appointments, calendar, and travel arrangements.
- Record, transcribe, and distribute minutes of meetings.
- Monitor, screen, respond to, and manage incoming communications.
- Foster and maintain a professional atmosphere among employees in the office.
- Oversee, manage, and deliver via social media, newsletters, and Artist Boat's website.
- Prepare and edit correspondence, communications, presentations and other documents for the Executive Director as requested.

Qualifications: The ideal candidate will possess the following qualifications:

- Bachelor's degree and 2+ years of experience.
- Several years of professional experience in a nonprofit or small firm setting.
- Ability to use existing technology to achieve desired results. Familiar with administrative and marketing software, web sites and social media as priorities in achieving desired strategic goals.
- Ability to manage/maintain databases, and monitor/update webpage.
- Highly detail-oriented administrative skills, including thorough record keeping for legal and financial administration and for reporting to government and private funders.
- Passionate commitment to environmental and arts mission-driven organizations.
- Exceptional project management skills, with the ability to set priorities, plan tasks, and manage multiple projects simultaneously with strong attention to deadlines.
- Reliable, personable, and outgoing, able to work independently while part of an interrelated, small team environment.
- Advanced skills in Microsoft Office Suite and database management, and online research skills. Familiarity with Windows and Mac operating systems. Able to type at a professional and efficient pace.
- Exceptional Writing Skills.

Artist Boat is an Equal Opportunity Employer

TO APPLY: Please send resume, cover letter, copy of transcript (official or unofficial) and three letters from professional references VIA SNAIL MAIL to:

Artist Boat,
Attention Executive Assistant, Jared Weaver,
2627 Avenue O,
Galveston, Texas 77550.

DUE BY April 16, 2018 with hiring date by May 7, 2018 at latest.

Salary: Commiserate with Experience; Performance Based Raises; Benefits (Health Care Stipend, Holiday Pay, and Paid Time Off Accrual)