

POSITION TITLE: Executive Administrative Assistant
REPORTS TO: President & CEO

POSITION SUMMARY:

The Belle Isle Conservancy is entering an exciting second chapter under new leadership. Our team is looking for an individual with a strong executive assistant track record to be the front face of our organization in the role of Executive Assistant. Key duties include answering phone calls and emails, managing board and committee meeting logistics, keeping financial records, and administrative development functions such as gift acknowledgements, annual mailings, and issuing receipts.

Administration:

- Greet visitors and callers and handle their inquiries or direct them to the appropriate person according to their needs
- Answer telephones and give information to callers, take messages, or transfer calls to appropriate individuals
- Respond to emails requesting general information or direct to the appropriate recipient
- Manage paper and electronic filing systems
- Operate office equipment such as fax machines, copiers, and phone system and arrange for repairs when equipment malfunctions
- Process and maintain records on all gift and membership transactions
- Assist in scheduling meetings and managing calendars
- Read and route incoming mail
- Compose and prepare routine correspondence

Board Management:

- Prepare quarterly board minutes
- Collect reports and information in a timely manner; assemble quarterly board packet
- Manage online board portal
- Schedule and staff quarterly board meetings as well as committee meetings

Finance & Development:

- Create, maintain, and enter information into donor management database
- Assist in processing accounts payable and receivable, including making cash deposits
- Prepare and maintain financial spreadsheets and reports
- Prepare receipts and acknowledgement letters in response to gifts received
- Books tours and special events, and interacts with clients and donors
- Invoices clients and vendors for rendered services
- Assist with annual audit

Other:

- Manage Paid Time Off requests and balances
- Provide support at Belle Isle Conservancy events
- Support Chief of Staff in administrative functions associated with staff onboarding
- Additional duties as needed

ESSENTIAL QUALIFICATIONS, KNOWLEDGE, AND SKILLS

- 3+ years of experience in administration and office management
- High school diploma required. Associate's or bachelor's degree preferred.
- Strong computer skills including experience with the Microsoft Office suite and Google Apps
- Excellent communication skills, both written and verbal, including the ability to present information in a variety of formats
- Customer service orientation in working with any member of the public, as Belle Isle is a park owned by Detroiters
- Team player with the ability to collaborate and successfully interact with a broad constituent base
- Ability to prioritize and multi-task in a fast-paced environment while maintaining accuracy and attention to detail
- Well versed in arranging meetings and taking minutes of meetings
- Exceptional time management and problem-solving skills
- Ability to identify and implement processes that create efficiencies
- Proven ability to maintain confidentiality of sensitive information
- Ability to work independently and within teams and meet deadlines.
- Ability to interact professionally with all segments of the organization and to develop and maintain rapport with staff, volunteers, board members, partners, and park users.
- Positive attitude and willingness to support the team where needed.
- Experience with Bloomerang or any CRM software not required, but preferred

Work Environment and Physical Demands: This position operates in a professional office environment. This is largely a sedentary role; however, filing, moving and lifting objects, standing, and sitting is necessary.

Position Type and Expected Hours of Work: This is a full-time, exempt position. Days and hours of work typically are Monday – Friday, 9am – 5:30pm. This position requires nights and weekends for special events and meetings, as necessary.

Compensation:

The salary band for this position ranges from \$50,000.00 to \$60,000.00 depending upon experience.

To Apply:

Interested applicants should send their resumes to careers@belleisleconservancy.org with the subject line "Executive Assistant."