



<b>ORGANIZATION</b>	<b>New Bedford Whaling Museum</b>
<b>LOCATION</b>	<b>New Bedford, MA</b>
<b>THE POSITION</b>	<b>Executive Assistant to the President &amp; CEO (Full-time)</b>

### **About the New Bedford Whaling Museum**

The New Bedford Whaling Museum ignites learning through explorations of art, history, science and culture rooted in the stories of people, the region and an international seaport. Founded in 1903, the Museum seeks to advance understanding related to the influence of the whaling industry and the port of New Bedford on the history, economy, ecology, arts, and cultures of the region, the nation and the world. We tell the stories of the many diverse communities that shared in the creation of this history, through excellence in our collections, scholarship, and all forms of public engagement. The Museum is recognized as a compelling destination that inspires all visitors to reflect on the complex issues that shaped the past, remain critical today, and inform a sustainable future. Today, the Whaling Museum is a leader in the cultural landscape of the SouthCoast serving more than 100,000 visitors and offering engaging exhibitions, dynamic public programs and vibrant educational activities appealing to learners of all ages.

### **About the Position**

Reporting to the President & CEO, the **Executive Assistant** provides support with administrative, governance, strategic planning, and fundraising-related tasks. As a highly trusted member of the team, the Executive Assistant will build and foster positive relationships with internal and external stakeholders and provide additional support for the leadership team, as necessary. Responsible for the duties outlined below as well as other duties as assigned.

### **Duties and Responsibilities**

1. Leadership Assistance
  - Provide administrative support to the President & CEO
  - Help to manage the President & CEO's schedule and coordinate meetings
  - Manage space reservation logistics and set up and breakdown for meetings
  - Draft accurate and timely written correspondence
  - Initiate telecommunications and return phone calls
  - Collect, organize, and maintain confidential information (e.g. create spreadsheets)
  - Assist with data collection, including managing donor contact information and organizing program-related data
  - Maintain accurate records of donors and assist with regular correspondence to donors
  - Assist with donor-related tasks, which may include the following:
    - Preparing mailings
    - Managing and locating donor contact information
    - Monitoring and adding donor information to the donor database
    - Drafting and mailing donor correspondence
    - Scheduling donor meetings

## 2. Office Management

- Plan/attend/coordinate staff meetings
- Arrange for flowers/gifts as requested
- Prepare remarks, reports and presentations, as needed
- Assist w/special projects, such as researching and gathering information and coordinating activities of other staff
- Creating presentations and spreadsheets
- Managing project timelines and bringing projects to completion with minimal supervision
- Make necessary travel arrangements;
- Complete registration processes for trainings and conferences;
- Assist development department with donor and board relations

## 3. Committee & Board Activity

- Assist President and leadership team in board and committee meeting preparation
- Act as a liaison and provide support to the Board of Trustees
- Launch and maintain board portal
- Ensure meeting announcements are distributed in advance to board and committees
- Coordinate new board orientation and manage all board and committee materials
- Distribute meeting minutes and materials for board and committee meetings and provide follow-up email and/or written correspondence, as necessary
- Make calls and track board and committee meeting attendance
- Attend meetings and take minutes when needed
- Maintain board and committee minutes records
- Collect / compile all reports, motions, etc.
- Assist with other committee activities as requested

## **QUALIFICATIONS AND SKILLS**

The successful candidate will have a Bachelor's degree or an Associate's degree with relevant prior work experience. They should enjoy working with the public, meeting new people, and partnering with volunteers. Strong organizational skills are a must and the candidate should have the ability to prioritize and organize multiple activities. The executive assistant will possess strong typing skills, proven accuracy and attention to detail with the ability to work effectively under pressure and meet deadlines. Great verbal and written communication skills, ability to work effectively with minimal supervision, and ability to treat confidential information with appropriate discretion are required. Proficiency with Zoom, Google Docs, Microsoft Word, Outlook, PowerPoint, Excel, and other virtual meeting platforms are required. Knowledge of Raiser's Edge database is a plus.

**SALARY:** \$45,000 - \$50,000 depending on experience. This is a full-time position with benefits.

**APPLICATION INSTRUCTIONS:** Send resume and cover letter to Michelle Taylor, Chief Administrative Officer & CFO at [mtaylor@whalingmuseum.org](mailto:mtaylor@whalingmuseum.org). The New Bedford Whaling Museum is committed to diversity among its employees and encourages qualified candidates from all backgrounds to apply.