



## **JOB DESCRIPTION**

**POSITION:** Senior Executive Coordinator to the President & CEO

**DEPARTMENT:** Administration

**STATUS:** Full time, Exempt

**UPDATED:** December 2019

**REPORTS TO:** President & CEO

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### **POSITION SUMMARY:**

The Senior Executive Coordinator to the President & CEO provides high-level support by performing a wide range of administrative and analytical functions to support the effectiveness of the CEO and by representing him/her when necessary. He/she manages other administrative staff positions as needed, and provides guidance throughout the organization in order to assure a consistently professional atmosphere of administrative practices and presentations internally and externally. As board secretary, he/she acts as liaison to the Board of Directors and typically serves as the organization's corporate secretary, serving as the official gatekeeper of records and legal documents, in accordance with the bylaws. This role acts as liaison between the President's office and elected officials and their staff, to develop and maintain visibility and positive relationships that support the organization in fulfilling its mission. He/she is a member of the Executive Team and participates in confidential discussions and ongoing decision-making to achieve the goals of the CEO and of the organization.

### **SUMMARY OF ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Review and monitor incoming correspondence and phone calls directed to the President & CEO and determine appropriate action; delegate and follow through to resolution when necessary.
- Schedule strategic meetings for CEO; determine priorities in response to internal and external customer requests for meetings with the CEO; resolve calendar issues.
- Draft correspondence on behalf of the CEO; assist in editing correspondence and materials developed by others in the organization to assure consistently professional presentation.
- Develop presentations on behalf of the CEO or for other team members; edit and update to make messaging appropriate for various target audiences.
- Gather and compile data and information required for CEO meetings and event participation.
- Assure consistent communication with the President's Personal Touch individuals and organizations via electronic and hard copy mailings of correspondence, materials and communications.
- Prepare official notices, proxies, agendas, proposed resolutions and information packets for Benefactor, Board and Board Committee meetings.
- Serve as the gatekeeper of the corporate seal, bylaws, legal documents and minutes of meetings.
- Perform duties of a board secretary related to board governance bylaws and confidential correspondence.

- Coordinate preparation and filing of corporate legal documents with government agencies to conform to statutes.
- Support marketing and communications efforts by providing templates, consistent content and perspective and context for materials.
- Develop and maintain confidential Board and Benefactor member rosters, biographies, and term expiration dates in accordance with the bylaws.
- Act as key administrator of the Board's *myboardpacket* secure portal, including populating and maintain confidential Director Information, meeting materials, legal documents, bylaws and resolutions, and other key information to inform and update Directors on an ongoing basis; maintain and authorize access to the site based upon Board terms and internal needs.
- Maintain contact lists of relevant elected officials at all levels; city, county, state and federal and execute outreach to their offices on an ongoing basis.
- When needed, represent the Conservancy at government agency and stakeholder meetings. Network with local stakeholders to develop and maintain working relationships.
- Research and prepare talking points and PowerPoint presentations on key organizational issues to elected officials.
- Participate in semi-monthly Executive Team meetings; maintain outstanding action items and assignments of team members.
- Directly supervise administrative assistant support staff, including timecard approval, instruction on the use of organizational templates, policies and procedures, professional expectations, and annual performance evaluations and corrective action if needed.
- Encourage coordination and cooperation with administrative/support staff across departments to support cross training, and consistently professional practices.
- Ensure the smooth and adequate flow of information within the organization to improve and maintain consistency and efficiency of administrative functions.
- Demonstrate the highest level of professionalism in administrative practices and procedures.
- Meeting and travel coordination for key management and board related activities.

## **REQUIRED QUALIFICATIONS:**

### **KNOWLEDGE/SKILLS:**

- A thorough understanding of the basic tenets of nonprofit management and board protocol (including Roberts Rules of Order).
- Proficient use of Microsoft Office applications including Excel and Word, PowerPoint and Publisher.
- Detail oriented with a critical degree of accuracy.
- Regularly work with confidential information.
- Understanding of various levels of government representation and protocols for interaction.
- Management/supervisory concepts and techniques.

### **COMPLEXITY/PROBLEM SOLVING:**

- Ability to analyze, research, schedule and solve a wide range of problems and ability to use good judgement
- Flexibility, willingness and ability to participate in organization-wide strategic planning and influence decision-making.
- Ability to implement and coordinate multiple assignments and in a fast-paced environment.
- Ability to think creatively to solve problems or improve processes and efficiency.

### **COMMUNICATIONS/INTERPERSONAL CONTACTS:**

- Excellent verbal and written communication skills.

- Ability to effectively communicate with a wide range of people including elected officials, CEOs, Directors, Board and Benefactor Members, associates, donors, members and the public.
- Ability to work effectively in a fast-paced environment with frequent interruptions.
- Excellent customer service skills, both with internal and external contacts.
- Ability to use discretion and sensitivity in handling highly confidential information.

**EDUCATION / EXPERIENCE:**

- A bachelor's degree and 10+ years of administrative experience supporting a President/CEO or other executive level individual within a corporate, nonprofit or government agency or an equivalent combination of education and experience.
- Experience supporting a board of directors strongly encouraged.
- Experience interacting with government agencies and elected/appointed officials and their staff desired.
- Managerial and supervisory experience desired.

**WORK ENVIRONMENT/ PHYSICAL DEMANDS:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job or that an employee encounters while performing the essential function of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- The primary location can be the Conservancy's Long Beach office at 320 Golden Shore, Suite 220; or the Avalon office at 125 Clarissa Ave. in Avalon, CA. The office environment has moderate noise levels and is a non-smoking environment.
- Travel to/from Catalina Island via boat is required on a regular basis.