

Executive Assistant

The American Alliance of Museums invites applications for an experienced, proactive, and results-driven Executive Assistant to provide administrative support for Executive Office staff, including the President & CEO and Chief of Staff, in a dynamic, fast-paced work environment. The Executive Assistant manages administrative processes to maximize productivity, oversees calendars and scheduling, prepares correspondence and briefing materials, and handles logistics for meetings.

Duties

- Efficiently managing and planning both the day-to-day and the strategic, longer-term operations of the Executive Office in a way that maximizes the productivity of the President & CEO and the Chief of Staff
- Maintaining the calendar of the President & CEO; making travel arrangements and itineraries; handling logistics for events and speaking engagements; preparing routine correspondence; coordinating conference calls and greeting in-person guests
- Researching and preparing briefing documents and other materials for meetings; assisting with talking points; working with staff and other stakeholders to ensure meetings and communications with President & CEO are effective and efficient
- Preparing agendas and taking notes for meetings including monthly staff meetings and quarterly board meetings
- Organizing logistics for board meetings, including room/conference call setup, catering, materials, communicating with board members about travel, lodging, etc.
- Assisting in managing the President & CEO's relationships with high profile partners and funders, board members, and government agencies/officials

Salary range is mid to upper \$60s, commensurate with experience. This is a hybrid position and candidate must reside in the DC Metro region.

Skills and Qualifications

- Minimum of 3 years' experience providing administrative support to executives/boards
- Ability to prioritize, anticipate needs, and confidently and proactively address issues and opportunities
- Keen eye for important or timely details and connections
- Professional demeanor and excellent rapport when interacting with all levels of staff, board members, and external contacts
- Ability to communicate clearly, concisely, and effectively, both verbally and in writing
- Ability to handle confidential and sensitive information with discretion
- Sound decision-making skills, resourcefulness & ability to work independently
- Strong computer skills with an emphasis in Microsoft Office Systems; PowerPoint skills a plus; experience with Asana, Confluence, DropBox or similar systems a plus
- Commitment to diversity, equity, accessibility, and inclusion; interest in contributing to a workplace environment that values DEAI and is actively working to enhance DEAI competencies of staff

Application Process

The American Alliance of Museums is committed to diversity, equity, accessibility, and inclusion and building a culturally competent staff. The Alliance is an equal opportunity employer and values a diverse workplace.

To apply:

- Submit one combined document in PDF or Word format containing a cover letter and resume to hr@aam-us.org, using "Executive Assistant" in the subject line.
- As part of your cover letter, please describe your experience providing administrative support to executives/boards and provide examples of the specific skills/strengths that you bring to this role.
- As AAM works to embed diversity, equity, accessibility, and inclusion (DEAI) practices into every aspect of our work, please share how your lived experience connects to or enhances your ability to contribute to AAM's DEAI work and values.
- Limit your cover letter to no more than one page.

Applications must be received by **April 8, 2024** to receive full consideration. Submissions will be reviewed by our hiring team; if you are selected for an interview, we will contact you by email within three weeks of this deadline.

About the Alliance

The American Alliance of Museums, a 501(c)(3) non-profit organization, is a trusted leader, partner, and advocate for museums and works to build a field that includes dynamic and diverse individuals, institutions, and communities. With a budget of \$10M, the Alliance provides leadership, advocacy, and service to its membership and the museum field, which includes a broad range of museums, from art museums to zoos. For more information, please visit www.aam-us.org.