

GEORGETOWN BID JOB ANNOUNCEMENT: EXECUTIVE ASSISTANT

October 2021

The Georgetown Business Improvement District (BID) is seeking an Executive Assistant with the following primary responsibilities: (1) manage both organizational and BID CEO scheduling; (2) act as the organization's primary Salesforce manager and administrator, (3) secretary to the Board of Directors—managing the meeting schedule, logistics, materials and minutes, board communication, onboarding, and other liaison needs; (4) serve as EA to the CEO for light administrative tasks such as email management and meeting preparation; (5) provide logistical support for quarterly BID member meetings and other BID program meetings; (6) provide general office and program support as needed.

DESCRIPTION

The Executive Assistant helps keep the organization running smoothly by ensuring that meetings are scheduled and well organized; that Board communication is timely and accurate; that the database is well-managed, up to date, and generating lists, reports, and other information to help the staff maximize its value; that the CEO's time is constructively organized and that follow-up is occurring in a timely manner.

This is a wonderful opportunity for an organized person with a passion for city neighborhoods, who enjoys being part of a team, and wants to help the organization that manages Georgetown work to its highest potential.

The incumbent must have a good organizational and people skills, be professional and comfortable working with a wide range of people within the organization and broader community.

KEY RESPONSIBILITIES

The Executive Assistant will support the CEO, BID staff, and Board of Directors. Specific responsibilities include:

1. CEO/Organization support: [50%]
 - Manage CEO's schedule and follow-up communication.
 - Manage organization's meeting schedule for Board, Executive Committee and Ad Hoc meetings.
 - Assist CEO with email management – prioritization, task delegation to staff, answering inquiries as directed.
 - Provide correspondence support via letters, emails, and calls.
 - Provide administrative support for invoicing, contracts, and organizational documents.
2. Salesforce administration: [15%]
 - Serve as key staff administrator.
 - Source, input and maintain information on BID member and key stakeholders and groups.
 - Create and generate reports.
 - Train other staff to use Salesforce functionality, e.g. Campaigns and Donor Management.
 - Work with CRM consultant to troubleshoot and develop database as needed.
3. Board liaison and communications management: [10%]
 - Manage GBID Board meetings schedule, logistics and communications end-to-end: send out meeting communications, prepare materials for distribution, track attendance/quorum, prepare meeting minutes, work with meeting venue, and assist CEO with pre-meeting prep. Meetings are 6x/year for full board and 6x/year for the Executive Committee, plus annual meeting.
 - Prepare new Board Member orientation books and communication.
3. Quarterly GBID Member Meetings support: [5%]

- Work with GBID Vice President on scheduling and coordinating quarterly GBID general member meetings, including venue logistics, member communication, meeting materials prep and distribution, and post-meeting recap distribution.
4. General Program and Office Support: [20%]
- Assist BID staff with ongoing programs/projects.
 - Take on special projects as time allows.
 - Assist with office management (supplies, reception, file management, mailings, etc.).

REPORTING RELATIONSHIPS

Position reports to the CEO.

QUALIFICATIONS

- Two+ years of experience in related areas required. A college bachelor's degree or continuing education may be substituted for part of work experience.
- Familiarity with the District of Columbia businesses and/or government is strongly preferred.
- Strong organizational, written and verbal communication skills required to present information clearly.
- Technical capability with Microsoft Office Suite (Word, PowerPoint, Excel) and Salesforce required.
- Salesforce certification a plus.
- High degree of accuracy and attention to detail required.
- Ability to manage multiple priorities and meet deadlines with minimal supervision.
- Self-starter, takes initiative and problem-solves.
- Comfortable with cold calls, meeting and helping people in a diplomatic, customer service-oriented way.

TO APPLY

Please email a cover letter and resume with "GBID Executive Assistant Search" in the subject line to careers@p3hired.com.

BACKGROUND

The Georgetown BID is a publicly chartered non-profit organization dedicated to making Georgetown cleaner, safer, more user-friendly and more vibrant. The Georgetown BID runs a variety of programs including marketing the neighborhood as a unique shopping, dining, and historic destination; keeping the streets and sidewalks clean and passable; improving the streetscapes and plantings and street furniture; collecting and disseminating economic development research; and improving transportation access and mobility throughout the area. The organization has a \$4.6 million annual budget and 27 employees and full-time contractors. For more information visit our website as www.georgetowndc.com.

The Georgetown Business Improvement District provides equal employment opportunities (EEO) without regard to race, color, religion, sex, national origin, age, non-job-related disability, veteran status, genetic information, or other protected group status. In so doing, we are committed to ensuring that all employees and applicants for employment are afforded an equal opportunity to pursue job promotions, and opportunities for personal development, compensation and benefits reflect our commitment to furthering the principles of the Georgetown BID's equal employment policy.

This Job Announcement, and any application submitted pursuant to it, is not an offer of employment or an employment contract.