



## **EXECUTIVE ASSOCIATE (FT)**

*Applications due July 26, 2021*

### **POSITION OVERVIEW**

The Center for Craft is currently seeking an energetic, organized full-time Executive Associate to support the work of the Executive Director and Leadership Team. The Executive Associate represents the Center for Craft externally to board members and stakeholders in close cooperation with other outward-facing staff. A key role in the organization, the position creates and promotes a positive, inclusive, and collaborative work environment, and encourages staff ownership of the organization's success.

A critical role is to ensure that the executive team made up of board and staff are well-administered and documented centered on professionalism and equitable practice. The role also ensures that the Executive Office responds to the needs of the organization and is welcoming and accessible to staff, board volunteers, program participants, and funders. The ability to handle confidential information with discretion is a must, in addition to the ability to handle multiple projects with competing deadlines.

The Executive Associate resolves issues promptly and cooperatively, making a genuine effort to get to know, understand, and support staff. The position serves on the on-site Operations Team and the Board of Directors DEAI Task Force to develop an entrepreneurial and forward-thinking organizational culture focused on diversity, equity, access, and inclusion.

This position is full-time and exempt with occasional evenings/weekends and reports to the Executive Director. Starting salary is \$39,500 with full benefits to include Medical/Dental, Life Insurance, LTD and STD, and 401K as well as 3 weeks paid leave and recognized federal holidays.

### **QUALIFICATIONS**

The ideal candidate will have a BA in Arts Administration or an equivalent combination of training and experience. The following skills, qualities and experiences are also a priority:

- Organized, self-motivated planner that anticipates needs, demonstrates the ability to take initiative, and may work independently
- Strong verbal and written communication and interpersonal skills with the intent to develop and maintain positive relationships
- Experience providing complex administrative support in a high-profile environment with tact and diplomacy
- Ability to work in a fast-paced environment and manage multiple tasks and competing demands and priorities effectively
- Ability to handle highly confidential information with discretion;
- Resourceful problem solver
- Detail oriented and excels at time management, able to prioritize tasks as needed

- Advanced computer knowledge to include Google Drive, Microsoft Office, and other technological skills necessary to perform data entry, merge letters, manage team calendars, and create organizational reports.

## **JOB DUTIES**

- Adopt a hands-on role in managing all administrative duties that come with running a fast-paced Executive Director's office. When the Executive Director is absent, represent the Center for Craft externally to board members and stakeholders in close cooperation with other outward facing staff.
- Support all administrative aspects of the Board of Directors meetings and board-level committee meetings including drafting and circulating agendas and handouts in a timely manner, procedures for appropriate record-keeping, and maintaining archival records.
- Provide calendar management; support scheduling, confirmation, logistics, and hospitality for internal and external meetings.
- Handle travel and accommodation arrangements for board members to attend annual Board of Director retreat and leadership staff to attend donor meetings, conferences, and related organizational travel.
- Support building operational needs by working at the Gallery Front Desk when required; answers and direct phone calls to appropriate staff members; exemplifies proper phone etiquette; ensures mail is distributed to appropriate staff members.
- Uphold fundraising activities and donor relations by assisting with charitable solicitation license registrations, cultivation events, bulk mailings, targeted appeals, and other communications.
- Develop filing procedures and systems for organizational documents (financial and donor records, contact reports, contracts) for order, accuracy, efficiency, and productivity; prepare credit card authorization and check requests.
- Maximize operational efficiency to ensure the organization's policies, controls, and procedures are in place, being followed, and regularly reviewed.
- Maintain organization's personnel files and schedules pertinent trainings with the PEO (CDS Outsourcing) and EAN (Employee Assistance Network), support annual employee reviews, monitor timesheet submissions and approvals.

The Center for Craft provides equal employment opportunities to qualified persons without regard to sex, race, color, religion, national origin, sexual orientation, disability or perceived disability, age, marital status, gender identity, veteran status, or any other protected category, with regard to all terms and conditions of employment. The Center encourages applications from traditionally underrepresented minority populations. Submitting an application does not constitute a promise or guarantee of employment.

## **SCHEDULE**

This position will be regularly scheduled to work Monday-Friday during the core hours of 9 am - 5 pm. Occasional nights and weekend hours are required.

**TO APPLY**

Email [employee application](#), cover letter, resumé, three professional references, and relevant writing samples to Stephanie Moore at [smoore@centerforcraft.org](mailto:smoore@centerforcraft.org) by July 26, 2021, 11:59 pm. No phone calls please.

Offer of employment is contingent on successfully passing a background check.

**ABOUT THE CENTER FOR CRAFT**

The Center for Craft is celebrating 25 years of advancing the field of craft through awarding grants, offering exhibitions and public programs, building strategic community and national partnerships, and spearheading initiatives in the United States. Founded in 1996, the Center is widely acknowledged as one of the most influential national 501c3 organizations working in the craft field today. For more information on ways to celebrate 25 years of craft and learn more about grants administered by Center for Craft, visit [www.centerforcraft.org](http://www.centerforcraft.org).