



Executive Specialist Position Description

FLSA Status: Non-Exempt Part-Time

Reports to: President & CEO

Position Summary:

The Executive Specialist (reporting directly to the President & CEO, and secondarily, to the Chief Operating Officer) is responsible for providing executive support to the CEO and COO and managing the day-to-day office and administrative functions of Blandford Nature Center. This includes managing relationships with vendors and ensuring that office equipment is functioning appropriately. It also includes attending meetings and taking accurate minutes and notes for dissemination. It is an hourly part-time position requiring 32.5 hours per week with some benefits. The position offers paid vacation and holidays. The work schedule is generally Monday through Friday (8:30am – 3:30pm) with some flexibility needed for approximately 2- 4 required meetings and events outside of those hours each month.

Duties & Responsibilities:

Executive Support to CEO and COO

- Completes a broad variety of administrative tasks for the CEO and COO including: managing an extremely active calendar of appointments, completing expense reports, composing and preparing correspondence that is sometimes confidential, arranging complex and detailed travel plans, itineraries, and agendas, and compiling documents for travel-related meetings.
- Schedule and participate in board, committee, leadership team, staff, and other meetings as requested, including preparing PowerPoint presentations, agendas, reports, and other materials, as well as taking notes/minutes during meetings.
- Communicates directly, and on behalf of the CEO, with Board members, donors, Foundation staff, and others, on matters related to CEO's programmatic and strategic initiatives.
- Researches, prioritizes, and follows up on incoming issues and concerns addressed to the President, including those of a sensitive or confidential nature. Determines appropriate course of action, referral, or response.
- Works closely and effectively with the CEO and COO to keep him/her well informed of upcoming commitments and responsibilities, following up appropriately.
- Successfully completes critical aspects of deliverables with a hands-on approach, including drafting letters, personal correspondence, editing written communications, and other tasks that facilitate the CEO's ability to effectively lead the company.
- Prioritizes conflicting needs; handles matters expeditiously, proactively, and follows-through on projects to successful completion, often with deadline pressures.
- Maintain confidentiality on all HR, Board, and BNC issues.

Board Relations

- Serve as CEO's administrative liaison to the Board of Directors
- Manage CEO's calendar to ensure appropriate face time with each member of the board
- Prepare and distribute Board and Committee meeting notices, calendar invitations, agendas, and supporting materials.
- Attend meetings and draft minutes.

- Assure historical records of all Board and committee meetings are maintained as well as biographical and service information about all board members.
- Handle logistics (food, setup/teardown, etc.) for board meetings

Administration

- Coordinate vendor relationships as requested (IT, insurance programs, accountants, etc.).
- Ensure compliance with all nonprofit requirements (permits, 501(c)3 registration, etc.).
- Oversee office equipment needs/repairs.
- Proactively ensure adequate office supplies are on-hand.
- Assist with the development of the annual administrative budget.

Additional:

- Learn about the organization and its programs to be an effective representative and ambassador when interacting with stakeholders. Provide support to special event/fundraising event committees as requested.
- Builds and maintains positive working relationships with staff, trustees, and board members and volunteers.
- Projects a professional image internally and externally.
- Other duties as assigned by CEO and/or COO.

The attitudes and personal characteristics demonstrated in this position are:

- Strong organizational skills that reflect ability to perform and prioritize multiple tasks seamlessly with excellent attention to detail
- Very strong interpersonal skills and the ability to build relationships with stakeholders, including staff, board members, external partners and donors
- Emotional maturity
- Highly resourceful team-player, with the ability to also be extremely effective independently
- Proven ability to handle confidential information with discretion, be adaptable to various competing demands, and demonstrate the highest level of customer/client service and response
- Demonstrated ability to achieve high performance goals and meet deadlines in a fast paced environment
- Forward looking thinker, who actively seeks opportunities and proposes solutions

Qualifications:

- At least 2 years of administrative experience.
- Familiarity with nonprofit culture and environment is preferable.
- Excellent communication skills. Able to effectively interact well on the phone/in writing.
- Excellent computer skills required, including Microsoft Office (Word, Excel, Power Point, Publisher, Outlook), mail merge, and operating within the Google platform.
- Criminal history background check will be required.
- Valid driver's license required for periodic errands.

Compensation:

This is a paid, up to 32.5 hours per week, non-exempt position with a starting hourly wage in the range of \$11.50 to \$14.00 per hour, depending on experience. This position qualifies for paid holidays and 40 hours of annual leave (PTO) per year. This position is also eligible for participation in a SIMPLE IRA with an up to 3% match.

How to Apply:

Please send the following documents as a single PDF to jobs@blandfordnaturecenter.org.

- Cover Letter
- Resume
- Full contact information for three references

Only complete application packages will be considered.

This position is open until filled, and interviews will be conducted as qualified applications are received.

The policy of the Blandford Nature Center is to ensure that diversity, inclusiveness, and respect are integral parts of our day-to-day management and work. Blandford staff, board and volunteers commit to ensure equal access to Blandford and all of its educational opportunities by all people.

In essence, diversity includes all the characteristics, experiences, and cultural influences that make each of us unique individuals. All individuals are welcome at Blandford Nature Center, and all individuals, regardless of race, color, age, national origin, sex (including transgender status, gender identity, and pregnancy), religion, disability, genetic information, sexual orientation, marital status, political affiliation, status as a parent, will be treated with respect and dignity. By fostering an atmosphere of inclusion and respect, we can continue to value and appreciate the strengths afforded by differences in the styles, ideas, and organizational contributions of each person. We all share the responsibility to ensure diversity and inclusion throughout Blandford, and seek to recruit, engage, and retain a leadership composed of volunteers and staff that equitably and fairly represent our constituency.