



POSITION DATA

JOB TITLE: Executive Administrator to the President & CEO

DEPARTMENT: President's Office

REPORTS TO: President & CEO

CLASSIFICATION: Exempt

Salary Range: \$70,000 - \$85,000 per year

DATE: October 2022

POSITION OVERVIEW

This position organizes and executes a broad range of tasks for the President's office and the organization as a whole. They play a key role in ensuring the efficiency of the President's office. In addition to administrative functions, this position assists the President with the execution of organization-wide initiatives and special projects, the development of presentations, reviews materials, and performs research, as assigned. The individual will liaise with a variety of internal and external stakeholders, often serving as the first point of contact. They will need to strategically manage the President's time, and support all presidential activities whether they be internal, board, or external to ensure that the President is prepared for success.

ESSENTIAL FUNCTIONS

- **As Executive Administrator, this position:**
 - Reviews, plans, and organizes the President's schedule including calendar management, interaction with internal and external executives/assistants/consultants to coordinate meetings and appointments, independent handling of outside inquiries and meeting requests, and arranging for conference rooms and audio/visual requirements, as necessary.
 - Responsible for timekeeping function for President's office and EMT staff and ensures adherence to relevant personnel policies for all staff in the President's office.
 - Reviews incoming invoices, creates check requests, and prepares expense reports for the President and President office PCard.
 - Manages President's incoming mail; drafts, edits, proofreads, and sends responses, or forwards to other staff, as appropriate.
 - Drafts and manages routine correspondence as well as proofs and formats drafts.
 - Answers, logs, and evaluates all incoming phone calls to the President, either handling them or forwarding them to the appropriate staff.
 - Oversees complimentary ticket and tour requests including from Board members and other requests made to the President & CEO as well as other members of the President's Office.
 - Works with the Board Liaison to plan and execute VIP visits for guests or groups. Among the two roles, they will arrange tickets, secure Museum guides,

book rooms, and work with operations, GCA, IA, and education staff as necessary on the visit.

- Develops strategies for special project implementation and management, proactively anticipating project needs and formulating solutions to issues.
- Prepares PowerPoint presentations, meeting agendas, and other materials, as needed.
- Arranges travel reservations and itineraries for the President.
- Facilitates the administrative planning for, and execution of Board and Executive Committee Meetings including the following activities:
 - Schedules all meetings (internal prep meetings, Chairman's pre-briefing before Board meetings, and Board run through sessions)
 - Works with the Chief of Staff and Board Liaison to assemble and provide quality control of meeting materials, including reviewing press clips and board cover, assisting with PowerPoint, and compiling PDF board books.
 - Participates in board meeting run-throughs and works closely with production team, internally and externally, on room reservation and set up as well as phone call and Zoom set up during meeting.
 - Assists with seating arrangements for meetings.
- Schedules Board Committee meetings and tracks initial attendees.
 - Working with the Board Liaison, assists with the planning and execution of Committee meetings, including activities related to development and review of materials, and attendance tracking (includes initial tracking and subsequent tracking through meeting time).
- Conducts research, edits, proofs, and prepares background information and presentation materials for the President prior to meetings and public events as requested.
- Attends meetings on behalf of the President's office, takes notes, and sends updates.
- Works with Chief of Staff and Board Liaison to ensure back up coverage of desk, as necessary, when out of office. Provides administrative support/back up coverage to the Coordinator, Legal Department and Office of the President, as needed.
- Edits and prepares annual holiday card mailing distribution list.
- Arranges dining reservations and confirmations and orders food when needed for outside guests.
- Assists in the planning and execution of department wide and organization wide team building, holiday, and recognition events.
- Provides backup support to the Board Liaison in and the execution of All Staff meetings with other members of the President's Office and AV production team including room reservation, Microsoft Teams production, PPT, fielding speakers, and working on run-of-show with the AV team.

OTHER RESPONSIBILITIES

- Provides general office support, organizing and maintaining filing systems, copying, updating contacts, ordering and inventorying supplies, and any other office tasks for the President.

REQUIRED SUPPORT FOR ORGANIZATIONAL EVENTS

- Participate in the Annual 5K Fundraiser and 9/11 Commemoration, as assigned.

- Assists with other special projects and events in support of all 9/11 Memorial and Museum, as assigned.

QUALIFICATIONS/SKILLS REQUIREMENT

- Undergraduate degree.
- Minimum of three to five years of administrative support experience at the executive level.
- Experience in project management and demonstrated ability to manage the details of a project from idea phase to implementation, while focusing on the highest quality result.
- Experience working in a fast-paced environment with an understanding of prioritization of workload, and a sense of urgency in performing tasks and executing department deliverables.
- Demonstrated ability to work and think independently and possess the ability to interact well with a wide range of people of all levels within and outside the organization; excellent diplomacy, discretion and judgment.
- Excellent phone manner, written and oral communication abilities, and interpersonal skills.
- Exceedingly organized, strong attention to detail, takes initiative, and technologically savvy.
- Proficiency with MS Word, Excel, Outlook, and PowerPoint required.
- Adept at developing creative presentations.
- Experience scheduling travel arrangements for management.
- Excellent grammar and attention to detail.
- Commitment and sensitivity to confidentiality.
- Proactive, team-oriented personality.
- Professional and flexible manner.

The National September 11 Memorial and Museum (9/11 Memorial & Museum) is an equal opportunity employer. Applicants who meet the qualification requirements of the role will receive consideration without regard to their race, color, religion, sex, sexual orientation, gender identity, national origin, disability, or status as a protected veteran.

The National September 11 Memorial & Museum (9/11 Memorial & Museum) is committed to an organizational culture that supports and reinforces our values regarding diversity, equity, inclusion, and accessibility (DEIA). We seek to build a collaborative, open, and equitable space where staff want to be, knowing that their contributions, professional expertise, and distinct voices are valued and respected. We encourage and celebrate an inclusive environment where candor and participation, when it comes to sharing ideas and collaborative problem-solving, are welcomed regardless of one's role at the Museum or background.

Reasonable accommodations may be made to qualified candidates, during the interview process, to enable individuals with disabilities an opportunity to interview.

Effective April 30, 2022, the National September 11 Memorial and Museum (9/11 Memorial & Museum) requires all eligible employees be fully vaccinated and boosted against COVID-19 as a condition of employment and provide proof of such vaccination prior to their joining the institution.

