



Executive Assistant

Maymont is a 100-acre historic estate and park, located in Richmond, Virginia, with many unique experiences for all to enjoy, including the historic Maymont Mansion, The Robins Nature Center, arboretum, formal gardens, and habitats for native Virginia wildlife and farm animals. With seasonal events, programs and rental spaces, over 800,000 guests enjoy Maymont yearly. Since 1975, Maymont has been maintained and operated by the nonprofit Maymont Foundation, committed to creating experiences that delight, educate and inspire its guests.

The Foundation is seeking an Executive Assistant. This full-time position reports to the Executive Director and the Senior Director of Marketing, Strategy & Advancement. The Executive Assistant provides administrative support the Executive Director and senior leadership of Maymont, and is also primary staff support to the Board of Directors and Board committees. This includes preparation for and attendance at meetings, preparation of materials and presentations, executive and organizational scheduling, monitoring attendance, drafting of minutes and managing meeting logistics. Position also provides coordination of special projects, selected analysis of information and reporting, maintenance of official Board and Executive documentation, drafting executive and donor communications, assistance with stakeholder cultivation or stewardship events.

Essential Functions include:

- Provide administrative support to the Executive Director and senior leadership as needed, including managing schedules and meetings and coordinating communications
- Ensure that materials, reports and presentations are prepared as required for Executive Director's meetings
- Provide selected analysis of information and prepare reports from the Executive office
- Maintain Executive financial and other management documents
- Assist with stakeholder communication, cultivation and fundraising events
- Service as primary coordinator for Board activities under the Executive Director's direction, including:
 - Communicate with President of the Board of Directors and other Committee Chairs on a regular basis
 - Work with the Executive Director and Board in scheduling and planning Board and committee meetings, retreats, events and new member orientations
 - Coordinate the production and distribution of Board, Executive Committee and other committee meeting notices, agendas, reports, presentations and materials
 - Maintain an up-to-date Board manual and orientation materials
 - Serve as official recorder for all meetings for the Board of Directors and other committees, drafting minutes, tracking attendance, managing permanent files of Board and related committee activities
 - Arrange catering and other logistics needed for meetings
- Maintain organizational archive, including electronic files
- Maintain office supplies and provide administrative support as needed
- Develop presentations, communications and reports for distribution

Core Competencies:

- Very strong interpersonal skills and ability to build professional relationships with a wide variety of individuals

(continued)



- Ability to anticipate and initiate needed tasks and projects for the Executive Director and leadership team as asked
- Exceptional accuracy and organizational skills
- Ability to prioritize and perform duties with limited supervision
- Excellent written and verbal communication and reporting skills
- Experienced and capable in maintaining confidentiality
- Excellent project management skills that reflect ability to prioritize and coordinate multiple projects to meet required deadlines
- Ability to work independently with excellent problem-solving skills
- Flexible and open to new projects and responsibilities
- High proficiency in Microsoft Office (Outlook, Word, Excel) and Power Point, Adobe Acrobat

Education and Experience:

- Bachelor's degree
- At least two years prior experience in similar position.

Competitive compensation and benefits package include paid-time-off and health, dental, vision, disability and life insurance. To be considered for this position, please send a cover letter and resume to: employment@maymont.org. Please include the position title in the subject line.

All requirements are subject to possible modification to reasonably accommodate individuals with disabilities.

EOE Maymont Foundation is committed to creating a diverse environment and is proud to be an equal opportunity employer.