Executive Administrator

The Executive Assistant supports the President and CEO and Chief Administrative Officer to facilitate the running of Boston Harbor Now. Specific responsibilities include maintaining the President’s calendar, coordinating communications, planning and executing business meetings, and providing support to the Board and organization-wide strategy and initiatives.

This position is also responsible for scheduling staff and Board meetings and appropriate committee meetings. The Executive Assistant must anticipate the needs of a busy office, interface with Board, staff, and a diverse constituency, maintain confidentiality, and assist in implementing priorities aligned with the organization’s strategic agenda. This position is responsible for supporting organizational leadership and performs key duties which support Boston Harbor Now’s many diverse initiatives and constituents to improve organizational performance. This position anticipates the needs of a small number of senior-level staff, manages the Board, and supports a diverse range of stakeholders.

This position will report to the Chief Admin Officer. Our ideal candidate is a dedicated professional who is able to stay highly organized, multi-task, take initiative, and maintain good relationships with internal and external. This will be a full-time 40 hours/week position with benefits. You will be required to work occasional evenings/weekends.

Responsibilities

Supporting President and CEO

- Maximize the effectiveness of the CEO’s Office in meeting annual goals by maintaining the calendar; proof, disseminate and monitor written correspondence as needed; review mail; answer phones and other administrative duties as needed.
- Work with Development to ensure donor relations including cultivation, solicitation and acknowledgements are accomplished.
- Supporting the Board of Trustees and Board of Advisors

Strategy

- Work with the senior management team and executive team to assist in measuring performance of the organization’s initiatives against Boston Harbor Now’s strategic plan, develop metrics and create and manage dashboard.
- Work with the Chief Administrative Officer to analyze and evaluate implications of possible solutions and provide recommendations to leadership relative to the strategic plan, mission, and vision.

Board Relations

- Support the Board of Trustees and Executive Committee,
- Maintain Board relationships, write monthly, quarterly and annual reports, respond to requests and provide necessary information.
- Support the Governance Committee including board orientation and recruitment database and calendar.
- Attend and support Committees as needed by scheduling the annual calendar; compiling and disseminating agendas and minutes; and ensure other follow up is accomplished.

**Organization wide-support**
- Plan, schedule, and distribute notices of office events, including staff meetings, conferences, interviews, orientations, and training sessions
- Ensure that internal and external communications are consistent among our many diverse constituents; government agencies, private businesses and civic leaders, staff, and donors.
- Work with the administrative team with improving systems, policies, and procedure
- Manage shared resources like rooms, conference call lines, office supplies and equipment for all staff.
- Serve on cross-functional teams and committees as needed.
- Assume responsibility for special projects, as needed.
- All other duties as assigned.

**Qualifications**
- Bachelors Degree preferred. Other credentials, traditional and nontraditional, and experience considered and appreciated.
- Administrative support experience is highly desirable.
- Ability to work in a fast-paced environment on multiple projects under pressure, including the flexibility to adapt to changing priorities. Sense of humor preferred.
- Proficiency in Microsoft Office, including Word, Excel, PowerPoint and Outlook.
- Experience with fundraising databases is helpful.
- Demonstrated communications skills.
- Excellent organizational skills: Detail-oriented and ability to follow through.
- Interest in Boston Harbor Now’s mission.

The ideal candidate is:
- A proactive problem solver
- Self-motivated and able to work without close supervision
- Able to prioritize multiple tasks and establish and meet deadlines in a dynamic work environment
- Continually builds technical and professional knowledge associated with job objectives
- Works well with people inside and outside the organization, on the staff and on the board.
About Boston Harbor Now

Boston Harbor Now works at the intersection of people and nature to advocate for open space, public infrastructure, and private sector development that will enhance public access to the Harbor and protect the City from the impacts of climate change. We seek to activate the Harbor, reconnect it with Boston’s neighborhoods, and protect water-dependent uses. And we build and broaden the constituency for the Harbor by engaging people through diverse programs -- getting them down to the waterfront and out to the Harbor Islands.

In addition to being an Equal Opportunity Employer, Boston Harbor Now aims to create a thriving, inclusive team that values all aspects and perspectives of each member.

How to Apply

To apply please send your resume/CV and cover letter to employment@bostonharbornow.org for consideration. Please use the Subject line “Executive Administrator Application (your last name)” in your email.