



Are you on board?

EXECUTIVE ADMINISTRATOR

Boston Harbor Now (BHN) is an organization committed to re-establishing Boston as one of the world's truly great coastal cities – ensuring a vibrant, welcoming and resilient Boston Harbor, waterfront, and islands for everyone. This is an exciting opportunity to join a diverse team of talented individuals who work closely with public agencies, communities and private and non-profit partners. The Executive Administrator supports the President and CEO and Chief Administrative Officer to facilitate the smooth operations 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.

Organizational Overview

Boston Harbor Now is a non-profit organization committed to equitable access, climate resiliency, and the Harbor's role in the health and economy of our region. As the legislated partner of the Boston Harbor Islands National and State Park and the City's partner for the Harborwalk, it encourages people to explore Boston's waterfront and Islands by promoting and hosting hundreds of free and low-cost recreational, cultural and social events. BHN partners with the Massachusetts Department of Conservation and Recreation and the National Park Service in the management of the Boston Harbor Islands National and State Park. We work with the City of Boston and waterfront communities to prepare for sea level rise, while promoting outstanding waterfront open space, and partner with the Mass Department of Transportation to develop and advance a Harbor-wide water transportation plan for expanded ferry service. They support investment and innovation in Boston's working port to better support our 21st Century maritime economy.

BHN's vision is bold and requires a broad range of expertise, including planning, policy, business, operations, development, advocacy, communications and programming. A key part of our mission is ensuring our communities are protected from the impacts of our changing climate including sea level rise and storms. Current projects underway include: the Stone Living Lab – focused on finding nature-based solutions to sea level rise; the redevelopment of Long Wharf as a climate resilient water transportation gateway to the Harbor; development of Moakley Park, the City's largest waterfront park that will be a model for resilient park design serving some of those most in need of high quality recreation; and implementation of the Master Plan for Peddocks Island.

For more information about Boston Harbor Now, please visit: www.bostonharbornow.org

About the Position

Reporting to the Chief Administrative Officer and working closely with the President and CEO, executive and management team, our ideal candidate is a dedicated and motivated individual who is able to stay highly organized, multi-task, take initiative and maintain good relationships with internal and external audiences. This position is also responsible for scheduling staff and Board meetings and appropriate committee meetings. The Executive Administrator must anticipate the needs of a busy and dynamic office; interface with the Board, staff and a diverse constituency; maintain confidentiality and assist in implementing priorities aligned with the organization's strategic agenda. This position anticipates the needs of a small number of senior level staff, manages the Board, and supports a diverse range of stakeholders.

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; proofread, disseminate and monitor written correspondence as needed; review mail; answer phones and other administrative duties as needed.
- Work with the Development team to ensure donor relations including cultivation, solicitation and acknowledgements are completed in a timely manner.
- Supporting the Board of Trustees and Board of Advisors

Strategy

- Work with the 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 manage a 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, 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 improving systems, policies, and procedures
- 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

- Traditional and nontraditional relevant experience is appreciated.
- Administrative support experience is highly desirable.
- Ability to work in a fast-paced and dynamic environment on multiple projects under pressure, including the flexibility to adapt to changing priorities. Sense of humor preferred.
- Proficiency in Google Suite, Microsoft Office, Zoom and ability to learn new technologies.
- Experience with fundraising databases is helpful.
- Demonstrated communications skills.
- Excellent organizational skills: Detail-oriented and ability to follow through.
- Passion for 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
- A strong commitment to diversity, equity, and inclusion

Commitment to Diversity, Equity, and Inclusion

Boston Harbor Now is an intentionally diverse workplace. We are intentional about hiring, developing, and retaining people of color at all levels. We don't just accept differences - we celebrate them, we value them, we promote them, and we thrive on them for the benefit of our employees, volunteers, supporters, partners, and community. We recognize that people bring their personal histories to work and that we make better decisions when we include a wide range of experiences and opinions. Diversity refers not only to race and gender, but also to an array of human differences including: culture, ethnicity, geography, socio-economic position, ability, sexual orientation, background, perspective and more that exist in the community and are reflected in the workforce. We value using a race equity lens to manage the organization

and create spaces for conversations on race and ongoing staff and board engagement and empowerment to redesign policies, practices, services and programs. Boston Harbor Now strongly believes that diversity plays an essential role in our mission, fostering innovation and creativity, attracting the best candidates to our team, and enhancing our ability to serve.

We are an equal opportunity and affirmative action employer.

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.

Benefits and Salary

The salary is \$40,000-\$50,000 and will be commensurate with experience and include a benefits package, including medical, dental, life and disability insurance, flexible spending accounts, vacation, sick and personal time, as well as the option to participate in our 403(B).