

**HERITAGE CONSERVANCY
JOB DESCRIPTION**

Job title:	Executive Assistant
Department:	Development
FLSA Status:	Full Time
Reports to:	Manager of Development
Effective Date:	TBD

POSITION SUMMARY:

To perform administrative support for Heritage Conservancy Development and Management Team. Liaison with all staff, Board of Directors, consultants, committees, vendors and public.

ESSENTIAL FUNCTIONS:

- Provides administrative support. Acts as liaison with HC Management Team, Board of Directors, members, consultants and others as needed.
- Schedules meetings, prepares agendas, lunches, business and personal travel; coordinating services to help with organization's efficiency. Record, transcribe and distribute minutes of meetings as required.
- Assists with researching data for major donors and campaign prospects (preparation of reports and analyzing information)
- Provides reports by collecting and analyzing information.
- Serves as the staff lead for our fundraising events working with volunteer committees to implement the conservancy's important fundraisers.
- Coordinating all event details from set up to follow up. Creating and implementing the event timeline and goals. Assisting with event sponsorship. Responsible for coordinating the producing, printing and distribution of all events related print material.

ESSENTIAL SKILLS, REQUIREMENTS, EDUCATION AND EXPERIENCE:

- Maturity to manage confidential information and exercise professional discretion
- Familiarity with Non-Profit organization practice an advantage
- Optimal organization and time-management skills
- Minimum High School diploma with commercial courses, business school or equivalent experience.
- BA or BS degree in business administration preferred.
- Knowledge of standard office administrative practices and procedures
- Strong computer proficiency with experience in Excel, Word PowerPoint, Publisher and other Windows based software

PHYSICAL REQUIREMENTS AND DEMANDS:

The physical requirements and demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job:

- Must be able to handle confidential matters
- Exceptional listening, verbal and written communication skills
- Must be able to work flexible hours
- Must have own car, automobile insurance and a valid driver's license to travel to meetings, programs and project sites

This job description is intended to convey information essential to understanding the scope of this position and it is not intended to be an exhaustive list of skills, efforts, duties, responsibilities or working conditions associated with the position.