

BROOME COUNTY **ARTS** COUNCIL

Executive Assistant

Job Description

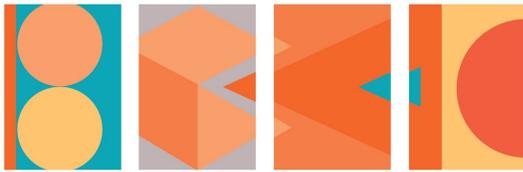
The Broome County Arts Council (BCAC) seeks a dynamic and self-motivated individual to fill the role of Executive Assistant (EA). The EA is primarily responsible for coordinating the BCAC's administrative operations and for actively assisting the Executive Director with maintaining, planning, and executing tasks related to programs, services, education, public outreach, grantmaking, donor management, facilities, and regular banking and other financial obligations. The EA actively supports BCAC's online presence, programs, and services, as well as interfaces proactively and positively with the community on behalf of BCAC.

The EA performs a variety of office tasks such as daily finances (paying bills, purchasing supplies, etc.), performing office services (including answering phones, responding to email and membership questions, photocopying etc.), preparing reports and other documents, and other duties as assigned. The EA acts as an intermediary between the community and the organization, encouraging collaboration and responding to the general public's inquiries with poise and professionalism at all times.

The EA position requires operating with minimal supervision, having the capacity to prioritize tasks, and exercising independent judgment in completing assignments. It is expected that the individual shows appropriate discretion when dealing with information that is confidential in nature. The EA should be a friendly, organized self-starter, who can be calm and flexible under pressure; a resourceful individual with a strong work ethic, mature attitude, and the ability to effectively prioritize multiple tasks and deadlines.

MAJOR RESPONSIBILITIES

- Maintains and implements a Master Calendar for BCAC general operations, as well as a Master Calendar for grantmaking deadlines.
- Aids the Executive Director in Grant Making and reporting needs.
- Is deeply involved in all aspects of the United Cultural Fund Campaign (UCF), fundraisers, and grants including donor file tracking and upkeep, working with the Fund Development Committee to meet their clerical needs, and managing and tracking grant applications, interim, and final reports.
- Oversees and coordinates the administrative and day-to-day financial operations of the organization including buying on behalf of BCAC offices and Artisan Gallery, bill payments, gallery sales commission payouts, invoicing, and bank runs.
- The EA works with a contracted bookkeeper to ensure proper upkeep of BCAC's financial records.
- Implements procedures for document production, workflow, and records management.
- Maintains official records, files, donor, membership, and project databases.



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- Continually provides information and support to the Executive Director. This includes preparing materials for Board or Committee meetings (when requested).
- Generates correspondence for the organizational fundraising, membership, donor stewardship, and other as needed.
- Answers the telephone; drafts correspondence; arranges meetings and events; provides support for other BCAC projects, as assigned.
- Oversees Research and Development Interns.
- Attends Board and Committee meetings (when requested) and presents reports, as required by the Executive Director or the Board of Directors.
- Attends and supports arts events sponsored by BCAC, including pre-planning, delivery and distribution of materials, and assisting in photo/video recording for marketing purposes. This may require working evening or weekend hours, with flexible scheduling during the work week to maintain 40 hour work week.

MINIMUM QUALIFICATIONS

- A minimum of 2 years office experience in Office Administration or working as an Office Assistant.
- Experience with Quickbooks
- Proficiency in Google Suite (Docs., Sheets, Slides, Forms, etc.)
- Experience with Formstack or similar online platforms
- Strong written and oral communication skills
- Strong customer service and skills, interpersonal skills, and problem-solving skills.
- Highly organized, willing to ask questions, self-motivated.
- Works well in a busy and evolving environment
- Maintains professional conduct/image at all times while representing BCAC.
- Reliable transportation is required, as some obligations outside of the office space.

DESIRED QUALIFICATIONS

1. A.S. Degree or higher
2. Interest in the Arts
3. Experience with:
 - Wordpress
 - Constant Contact
 - Eleo or other donor base management system
 - Working in nonprofits
 - Large fundraising campaigns.
 - Grant writing.

The Broome County Arts Council is an equal opportunity employer and values diversity. All employment is decided on the basis of qualifications, merit and business need.