



ARTSFUND

Title: Executive Assistant & Board Liaison

Department: Executive/Operations

Reports to: President & CEO

ArtsFund supports the arts through leadership, advocacy, and grant making in order to build a healthy, equitable, and creative Washington. At ArtsFund:

- We believe that arts and culture are a tool for **social change**.
- We believe in arts and culture as an **economic driver** that creates jobs and revitalizes communities through its interconnectedness with the entire Washington economy.
- We believe in **promoting equity** by centering those most impacted by systemic oppression, including Black, Indigenous, and People of Color (BIPOC), LGBTQ+, and people with disabilities.
- We believe that communities benefit when **youth and families** are engaged in the arts.
- We believe that **strong data**, both quantitative and qualitative, can drive meaningful advocacy and change narratives.
- We believe that the **arts bring people together** with different experiences and that convening is essential for healthy communities.

Summary

The Executive Assistant & Board Liaison serves in a critical administrative role, reporting to the President & CEO. This position manages communication with the Board and maintains Board records and supports the President & CEO. The Executive Assistant & Board Liaison will need to work according to a hybrid workplace schedule. ArtsFund reserves the right to alter location work requirements at any time.

Key Priorities

- Set appointments and maintain calendar for President & CEO, prioritizing most sensitive matters
- Provide administrative assistance, such as writing and editing e-mails, drafting memos, and preparing communications on the President & CEO's behalf.
- Provide administrative support for ArtsFund and Foundation Board, including meeting scheduling and management, preparing, and sending notices, keeping attendance, and creating agendas and minutes; provide administrative support for Trustee nominations process; collect and maintain contact information of Trustees, including annual survey; coordinate Board activities with the Trustees or their assistants: schedule and coordinate new Trustee orientation. Maintain historic records of Board and Committee proceedings. Serve as primary staff support for Annual Meeting.
- Schedule, coordinate, and attend (with CEO) the Executive and Governance Committee meetings.
- Provide support and coordination as needed for additional Board Committees, including Audit Committee; Finance Committee; Equity & Inclusion Committee; Finance Committee; Policy & Advocacy Committee.
- Write bi-weekly Board Talk.
- Support and schedule Foundation Board and Advisory Council meetings and operations as appropriate.
- Provide general office and front desk support as back up.
- Perform other related administrative and projects as assigned.

Knowledge/Abilities/Requirements

- Strong proficiency in Microsoft Office, specifically Excel, Outlook, and Word
- Strong attention to detail
- Excellent written and oral communication skills
- Excellent organizational skills and ability to prioritize and manage multiple projects effectively
- Ability to work closely with a variety of constituents (including donors, board members, staff, vendors, and general public)
- Ability to work collaboratively as well as independently
- Ability to maintain confidentiality
- Aptitude for and willingness to learn new technologies, as appropriate, including cloud-based applications
- Ability to work remotely with reliable internet access (hardware will be provided)
- Ability to work standard office hours Monday to Friday in our Seattle office
- Commitment to fostering an inclusive and welcoming professional environment
- Proof of work eligibility

Preferred

- Associate's or Bachelor's degree
- At least three years related professional experience, preferably in a nonprofit setting

Compensation

Salary range of \$45,000-50,000 based on skills and experience. Generous benefits and PTO package including health/dental insurance 100% paid by employer, 403(b) with up to 3% match, transportation/parking stipend and three weeks' vacation to start.

To Apply

ArtsFund recognizes that an individual's lived experience is a valued skillset, and we aim to diversify the voices of all decision makers on our staff to best reflect the stakeholders that we serve. ArtsFund is an equal opportunity employer and is committed to workforce diversity. Black, Indigenous, and People of Color as well as people with disabilities are strongly encouraged to apply. The position will remain open until filled. To apply, please send a cover letter and resume to jobs@artsfund.org, subject line "Executive Assistant & Board Liaison: your name." No phone calls, please; only applicants selected for an interview will be contacted.