

Vermont Land Trust Position Description
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Executive Assistant to the President

Team: Community Relations
Reports To: President
Effective Date: January 1, 2021

GENERAL SUMMARY:

Supports the productivity, timely communication, and effective leadership of the President in a fast-paced, dynamic, and growing organization. With poise, sound judgement, and superb attention-to-detail, helps to manage the day-to-day workflow of the President. This includes triaging requests, balancing conflicting priorities, meeting deadlines, and anticipates needs in service to leadership. Serves as Corporate Secretary and manages the Board of Trustee communications and meeting logistics, including all relevant committees.

ESSENTIAL JOB RESPONSIBILITIES

President's Office - General:

- Manages Outlook calendars, establishing priorities, scheduling, and adjusting as needed. Handles most incoming and outgoing communications – including those of a sensitive and/or confidential nature – and determines priorities and appropriate responses.
- Supports the President's external communication, including drafting correspondence, preparing for meetings, briefing him or her on relevant issues, and standing in when needed.
- Supports scheduling and meeting coordination for the VLT Leadership Team

Fundraising and Community Relations:

- Work with Director of Development and President to support President's annual plan for donor engagement and solicitation.
- Attends monthly donor prospect strategy meetings and helps manage meeting follow-up. Supports the President's donor outreach work by scheduling meetings, helping the President prepare for them, and documenting meeting results in the donor database.
- Researches potential donors and foundations. Assists with foundation grant applications and reports. Maintains up-to-date donor information in Raiser's Edge database.

Board of Trustees and Corporate Secretary:

- Provides support to the Board of Trustees and its committees. Schedules Board and committee meetings, prepares and distributes agendas, and takes and prepares minutes. Maintains Board web portal and contact information. Follows up on Board/committee actions as appropriate. Performs other Board liaison functions to assist VLT's Leadership Team in developing and enhancing positive Board relations.
- Serves as Corporate Secretary. Maintains all required records and documentation. Prepares and submits required forms for VLT's lobbying efforts. Manages and maintains a comprehensive electronic filing system, including confidential files.

VLT - General:

- Attends staff meetings and serves on committees as requested.
- Performs special projects and other duties as required, directed, or as the situation dictates.
- Work will be primarily performed in an office or home-based office environment. A mix of office-based and remote-work is possible, with travel to and from Montpelier at least twice per week.
- In-state travel required.

SUPERVISORY RESPONSIBILITY: None.

EDUCATION & EXPERIENCE:

Bachelor’s degree preferred. Five or more years of high-level administrative support for senior management. Another combination of education and experience providing comparable knowledge and skills may be substituted.

QUALIFICATIONS:

- Highly developed emotional intelligence and customer service ethic.
- Proven ability to take initiative.
- Effective planning, administrative, analytical, and organizational skills.
- Excellent and consistent attention to detail, at the hub of activity, while delivering high quality work on time.
- Strong communication skills:
 - writing, grammar, proofreading, and spelling
 - ability to project a professional presence and interact effectively with a range of organizations and individuals.
- Excellent judgement and proven record of working with discretion and confidentiality.
- Strong computer skills in a networked environment on PCs with focus on advanced abilities with the current version of the Microsoft Office Suite of programs.
- Familiarity with donor or customer relationship management databases, preferably Raiser’s Edge. Some fundraising experience desirable.
- Awareness of fundamental business principles and ability to quickly learn about VLT’s conservation work.
- Experience in organizing and coordinating meetings and special events.
- Ability to travel around the state. Valid driver’s license and vehicle required.

WORKING CONDITIONS & PHYSICAL DEMANDS:

Work is performed in a normal office environment not subject to extremes of noise, temperature, odor, etc. Operates computers, printers, multifunction machines, and other office equipment. Work requires extended sitting and repetitive motion in the use of computer, keyboard, and mouse. Occasional lifting is required.

The above statements are intended to describe the general nature and level of work being performed by people assigned to do this job. The above is not intended to be an exhaustive list of all responsibilities and duties required. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

***External and internal applicants, as well as position incumbents who become disabled as defined under the Americans With Disabilities Act, must be able to perform the essential job functions (as listed) either unaided or with the assistance of a reasonable accommodation to be determined by management on a case by case basis.**

This job description does not constitute an employment agreement between the employer and employee, and is subject to change by the employer, as the needs of the employer and requirements of the job change.