

# COMO FRIENDS

## POSITION DESCRIPTION

July 2020

### Executive Assistant

#### Primary Purpose

Provide professional executive support for the President of Como Friends.

#### Experience and Qualifications

Como Friends is seeking candidates with attention to detail and accuracy, proven organization and planning skills, good judgment and decision-making ability, strong written and verbal communication skills, ability to maintain confidentiality, and strong initiative and flexibility. Proficiency with Microsoft Office required and experience with the Raiser's Edge preferred. Two years prior administrative support or equivalent required and a bachelor's degree preferred. Candidates must have an appropriate professional appearance, and the attitude and personality to relate effectively with board members, donors, staff and others.

#### Job Responsibilities

- Coordinates logistics of scheduled board meetings, board committee meetings, site visits and donor events.
- With the President, prepares agendas and supporting materials for meetings. Disseminates materials in advance and records meeting minutes.
- Composes and edits correspondence, communications, presentations and other senior level documents.
- Builds a close working relationship with the president.
- Manages daily donor mail, prepares and mails all donor thank you correspondence.
- Conducts research and develops materials for reports and documents.
- Assists with special projects.
- Manages and maintains executive schedules, appointments and travel arrangements.
- Receives and interacts with incoming visitors.
- Assists in the implementation of fundraising events such as Sunset Affair and Bouquets.
- Serves as a member of a team that is highly committed to the organization's mission and goals.

## **Salary and Background**

The Executive Assistant is supervised by the President. This is a full-time position with a competitive salary. Occasional evening and weekend hours required. Benefits include health insurance, dental insurance, life insurance, long-term disability insurance, short-term disability insurance, retirement plan, two weeks paid vacation, eleven paid holidays, three paid personal days and sick leave.

Como Friends is a nonprofit 501(c)(3) organization that works to inspire community generosity in support of Como Park Zoo & Conservatory so it thrives for generations to come. Como Friends work is focused on securing funds from individuals, corporations and foundations to invest in programs and activities at Como and by operating the retail operation at the zoo and conservatory.

## **How to Apply**

Please send a cover letter and resume to [comomembership@comofriends.org](mailto:comomembership@comofriends.org) by 5:00 p.m. on August 21, 2020.