

# Executive Assistant

**Team:** Operations

May 2024

**Reports to:** Chief Operating and Financial Officer

**FLSA Status:** Non-Exempt

**Salary Grade:** 18

**Location:** Washington, D.C. (greater metro region); Hybrid

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## Primary Objective of Position

The Executive Assistant provides high-level administrative support and assistance to the Chief Executive Officer and the Chief Operating & Financial Officer. Regular responsibilities include executive level scheduling, coordinating international and domestic travel arrangements, capturing meeting notes and minutes, and providing general administrative support. This role will work closely with the Chief Executive Officer and the Chief Operating & Financial Officer to support Board of Directors engagement, internal communications, and special administrative projects, as needed.

This position also manages the operations of Meridian's Washington, D.C. office space and works to create a hospitable atmosphere for staff and meeting participants. Core office responsibilities include providing onsite support for office operations and serving as the primary point of contact for staff, visitors, and outside vendors.

All Meridian positions require individuals to be self-starters with exceptionally strong written and verbal communication skills, a high level of organization, and attention to detail. Working at Meridian requires the ability to excel in a team environment while also juggling multiple deadlines and project teams.

## Essential Areas of Accountability

### EXECUTIVE ASSISTANT RESPONSIBILITIES (75%)

- Works closely and effectively with the Chief Executive Officer and the Chief Operating & Financial Officer to capture key action items and keep them well informed of upcoming commitments and responsibilities, tracking and ensuring appropriate follow-through.
- Schedules meetings and manages highly active calendars of the Chief Executive Officer and the Chief Operating & Financial Officer to optimize their time and commitments.
- Provides support to the Chief Executive Officer and the Chief Operating & Financial Officer with fundraising and business development, including scheduling meetings with donors and tracking materials for proposal development.

- Provides support to the Chief Executive Officer and the Chief Operating & Financial Officer in tracking strategic initiatives, including strategy implementation and other key performance indicators.
- Manages correspondence for the Chief Executive Officer and the Chief Operating & Financial Officer, discerning importance, summarizing content, and distributing information to relevant recipients.
- Drafts internal communications on behalf of the Chief Operating & Financial Officer, ensuring clarity and consistency, and proactively tracks and compiles information relevant for dissemination to broader groups of staff within the organization.
- Serves as a pivotal point of contact and communication bridge between the Chief Executive Officer and the Chief Operating & Financial Officer and the Board of Directors, ensuring seamless information flow, timely updates, and facilitating key interactions to support effective decision-making and organizational alignment.
- Schedules and coordinates Board of Directors meetings and events, managing meeting logistics to include drafting agendas, providing technical support, capturing meeting minutes, and ensuring adequate preparation of the meeting space.
- Coordinates travel arrangements for the Chief Executive Officer and the Chief Operating & Financial Officer, supporting travelers in all areas of logistics from preparation to completion.
- Processes expense reports for the Chief Executive Officer and the Chief Operating & Financial Officer, ensuring accuracy and compliance with organizational policies.
- Completes special projects and additional administrative duties as assigned, demonstrating flexibility and a proactive approach to support overall organizational objectives.

### **WASHINGTON, D.C. OFFICE RESPONSIBILITIES (25%)**

- Manages Meridian's Washington, D.C. office reservations for workspaces and conference rooms, ensuring efficient utilization of available resources. Serves as point of contact with Meridian's subtenant for conference room usage.
- Maintains a professional, welcoming, and presentable office environment in all common areas, overseeing the maintenance of fixtures, furniture, and office equipment.
- Coordinates logistics for non-project related meetings that occur onsite, e.g., bi-annual Board of Directors meetings and monthly staff meetings.
- Serves as a liaison for meetings hosted by outside organizations, providing logistics and coordination support as warranted. Manages expectations and prepares guest users for the support required to ensure a successful meeting.
- Interfaces with building management and vendors, serving as the primary contact for subtenants.
- Oversees the management and distribution of Kastle security keys, ensuring the security of the office space.
- Manages inventory and negotiates the purchase of office, meeting room, and kitchen supplies, as well as office equipment. Approves all DC office-related purchases.
- Reviews, approves, and codes invoices and payments related to DC office operations, maintaining financial accountability.

- Serves as Building Emergency Team Lead, maintaining the emergency plan and providing training to staff.
- Welcomes guests in a professional, friendly, and hospitable manner, creating a positive first impression.
- Manages the reception of mail, faxes, and deliveries, ensuring timely and accurate distribution to designated recipients. Professionally handles incoming calls, directing them appropriately to maintain efficient communication flow.

## Knowledge and Skills Required

- At least 5 years of experience in executive level administrative roles (experience with complex scheduling across time zones and/or for high demand participants preferred).
- Bachelor's degree, preferably in business, finance, marketing or equivalent experience in relevant sectors preferred.
- Experience working for a professional services organization (e.g., legal, consulting, etc.).
- Extremely strong organizational skills, including time management and ability to track and meet multiple deadlines.
- Strong written and verbal communication skills, including but not limited to the ability to be clear and effective in communicating with senior-level stakeholders.
- Ability to complete complex tasks quickly with little guidance and react with appropriate urgency to situations that require a quick turnaround.
- High personal integrity, including the capacity to discreetly handle highly confidential and sensitive information.
- Demonstrated commitment to justice, equity, diversity, inclusion (JEDI); ability to work with people from diverse backgrounds with humility, ease, and enthusiasm.
- Passion and curiosity about the issues and areas of Meridian's work.
- Fluency in English; professional fluency in an additional language is highly valued, particularly Spanish or French.
- A high degree of proficiency with Microsoft 365 tools, including but not limited to: Outlook, Word, Excel, PowerPoint, Teams, OneNote, and SharePoint; experience administering and using Airtable for workflow management preferred.

## Additional Requirements

- Required to work onsite in Meridian's Washington, D.C. office at least 3 days per week to support in-office meetings and staff.
- Required to attend to business outside of normal working hours, as needed.
- Required to travel domestically or internationally dependent upon organizational needs.
- Must be able to conduct themselves in a courteous and professional manner at all times.

**Note:** *This job description is not intended to be an exhaustive list of all duties, responsibilities, or qualifications associated with the job. The percentages noted for time spent on different areas of responsibilities are estimates, based on the needs in real-time. These estimates may change at any time.*

**Acknowledgement:**

\_\_\_\_\_ (employee)

\_\_\_\_\_ (date)