



Job Title: Executive Assistant to the CEO/Board Liaison

Department: Administration

Reports to: President and CEO

Annual Salary Range: \$50,000 - \$65,000, depending on qualifications

History saved and preserved is the foundation for strong, vibrant communities and future generations. The Detroit Historical Society's mission is to tell Detroit's stories and why they matter. Founded in 1921, the Society has been bringing together diverse voices and communities around the stories of the region to find their place in the present and inspire the future for over 100 years. Located in Detroit's cultural district, the Society administers and develops exhibitions and programming for the Detroit Historical Museum, the Dossin Great Lakes Museum on Belle Isle, and our Collection Resource Center at Historic Ft Wayne. The team cares for over 250,000 artifacts in its collection and relies on a staff of over 60 individuals to help to continue to bring Detroit's vibrant stories to life.

Position Description

The Executive Assistant to the CEO/Board Liaison reports directly to the CEO and provides high-level executive and administrative support to the CEO and the Board of Trustees of the Detroit Historical Society.

The Executive Assistant to the CEO/Board Liaison organizes the work of the CEO within and beyond the Society and performs a diverse range of professional, complex clerical, confidential, and analytical duties requiring initiative, good judgment, discretion, and exceptional attention to detail.

The successful candidate will have a keen understanding of how a nonprofit organization functions, including the unique and complementary role of the Board. They will respect, foster positive relationships with, and work productively with a wide range of constituencies, including Trustees, donors, staff, volunteers, museum visitors, and community members. They will represent the character and quality of the Society with confidence and ease, maintain strict confidentiality and discretion, and manage a wide range of duties in a timely fashion with excellence.

The successful candidate will be friendly, assertive, motivated and have excellent oral and written communication skills. Candidate will be extremely organized with the ability to work autonomously, take initiative and follow through. Candidate must be diplomatic problem solver, demonstrate strong attention to detail, be forward thinking to be able to resolve challenges.

Major Responsibilities

Administrative Support

- Managing efficient and effective coordination of the CEO's calendar and schedule.
- Setting up meeting spaces with meeting materials, refreshments, managing presentation technology, and breaking down the space after the meeting.
- Ensuring the CEO is prepared for meetings, activities, travel, and events.
- Representing the Society and CEO for internal and external constituents who contact the Society.
- Coordinating communications on behalf of the CEO and the CEO's Office.
- Providing administrative, project management, travel, and event support for the President; and supporting Senior Staff as needed.
- Writing memos and letters for the CEO/Board Chair's signature, including letters of regrets to invitations, letters of appreciation and other general correspondence.
- Edits and proofreads documents prepared by office staff to ensure high level quality and consistency.
- Answers, screens, and responds to telephone calls from a wide variety of constituents, including Trustees, donors, members, museum visitors, community and business leaders and governmental officials. Manages the office's general email account.
- Effectively uses the office's constituent management system to facilitate responses to public inquiries and concerns. Collaborates with other members of the DHS team to foster efficient and effective workflow across divisions.
- Makes travel arrangements, prepares detailed itineraries and helps address contingencies and last-minute changes.
- Submits and tracks internal requests including purchase orders; contracts; subscription renewals; Office supplies and equipment ordering.
- Prepares presentations for specific meetings based on agenda and audience.
- Other duties as assigned.

Board Liaison

- With direction from CEO, develops and updates Board documents.
- Plans, schedules, and supports Board meetings and committee meetings.
- Records minutes for Board and Committee Meetings, the Annual Meeting, retreats for the Board of Trustees and promptly provides follow-up to resolve issues raised at the meetings previously listed.
- Oversees the selection, implementation and ongoing administration of an online Board Portal.
- Oversees Board material/document preparation and posting to Board portal.
- Maintains current Board roster and collects annual conflict of interest statements.
- Provides administrative support for Board Chair and Vice Chair(s) during Board meetings or museum visits.
- Serves as the point of contact regarding the logistical and other administrative questions of Trustees.
- Other related duties as assigned.

Required Qualifications

- Experience in a museum or other cultural institution or nonprofit/academic organization a plus.
- Projects a professional image with the ability to interact appropriately and communicate effectively, respectfully, and diplomatically with individuals at all levels external and internal to the Society in a diverse environment.
- Maintains a position of loyalty and confidentiality to CEO and executive leadership. High level of discretion and sound judgment.
- Comfortable and experienced working with executive leaders, internally and externally, and with ability to be diplomatic in complex settings with multiple constituents.
- Possesses a customer-service orientation with excellent organizational, interpersonal, time management, and communication skills and excellent grammar. Must be detail oriented.
- Possesses fiscal capability and basic budgeting skills to carry out fiscal duties such as ordering and managing supplies.
- Strong writing skills are a requirement for effective written correspondence, meeting minutes and business reports. Attention to detail and accuracy in all work products.
- Functions collaboratively as a team member while also possessing the ability to prioritize and work independently on multiple projects simultaneously with minimal supervision and under pressure.
- Commitment to the Detroit Historical Society's mission.
- A willingness to work evenings and weekends, as necessary.

Education and Experience

- Bachelor's degree preferred.
- Minimum 5 years of experience working in an administrative support role with executive leadership.
- Must be proficient in utilizing all components of Microsoft Office Suite 365 including applications such as Word, Excel, PowerPoint, and Outlook.
- Ability to learn and utilize Altru, the Society's constituent management system.

Compensation and Benefits

DHS offers a comprehensive benefit plan that includes employer-paid short and long-term disability coverages; and medical, dental and other benefits coverages with employee premium sharing.

- Paid Time Off (PTO) policy of 20 days per fiscal year, plus one (1) paid floating day.
- Annual salary range for this position depends on qualifications and experience.
- Paid holidays.
- Paid Parental Leave - After 12 months of qualifying service in coordination with FMLA.

Candidates must have reliable transportation, possess a valid driver's license and be willing to undergo a criminal background check and provide references (as needed/requested). Please note the **Annual Salary Range** prior to sending a résumé and cover letter to the Human Resources Department at humanresource@detroithistorical.org No phone calls, please.

EEO Statement

The Detroit Historical Society (DHS) is an Equal Opportunity Employer seeking to reach a broad and diverse candidate pool when filling vacant positions. We strongly encourage applications from individuals of diverse backgrounds. We sincerely believe that our organization and its work benefit from the perspectives and talents of a diverse staff. We do not discriminate based upon race, religion, color, national origin, sex, sexual orientation, gender identity, age, status as a protected veteran, status as an individual with a disability or other applicable legally protected characteristics. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform essential job functions.