

Executive Assistant to the CEO

Position Summary:

Reporting directly to the CEO of Advance Albany County Alliance Local Development Corporation (AACA), the Executive Assistant to the CEO provides executive, administrative, and development support to the CEO. The Executive Assistant serves as the primary point of contact for internal and external constituencies on all matters pertaining to the CEO. The Executive Assistant serves as a liaison to the Board of Directors, senior management team, staff, and committees; organizes and coordinates executive outreach and external relations efforts; and oversees special projects.

Essential/Primary Responsibilities:

Executive Support

- Assists the CEO with daily administrative duties and completes a broad variety of administrative tasks that include managing an active calendar of appointments; completing expense reports; itineraries and agendas and compiling documents for meetings.
- Communicates with staff on the CEO's behalf and coordinates logistics with high-level meetings both internally and externally. Coordinates meetings and strategic activities with the senior management team, and members of AACA staff. (See Management Support.)
- Communicates directly and on behalf of the CEO with Board members, staff, committee members and others on matters related to programmatic initiatives as directed. (See Board Support.)
- Drafts reports, letters of support; prepares and coordinates written communications.
- Supports CEO in external commitments related to AACA.

HR Support

- Administratively supports HR (recruiting support, documents formatting, new hire orientation and other administrative tasks), drafts emails and other correspondence as directed.

Board Support and Liaison

- Serves as the CEO's administrative liaison to the Board of Directors and manages Board activities, which include coordinating Board meetings, new Board member orientations; and compiling, assembling, and distributing Board meeting materials.
- Coordinates Committee meetings, maintains confidential files and contact information; coordinates meetings, conferences, and committees both on and off site to support the CEO's agenda.
- Maintains Board Tracking List

Vendor Liaison

- Serves as the CEO's administrative liaison to vendors (i.e., IT, marketing, etc.) and manages vendor activities and maintain both new and existing vendor relationships, identify suitable vendors, negotiate with vendors to secure the best prices for products and services, and ensure that vendors fulfill their contractual obligations.

Marketing Support

- Administratively supports Marketing (creating & maintain content), managing social media platforms, updating website, and creating or updating marketing materials as directed.

Compliance Support

- Administratively supports compliance (office, HR, Authority Budget Office (ABO), etc.) submitting annual documents, trainings, and maintaining public presence.

Management Support

- Participates as a member of the senior management team including assisting in scheduling, attending meetings. Represents the CEO in designated meetings as required.
- Assists in coordinating the agenda of senior management team meetings. Prepares an account of the meetings and designates and follows up on assigned action items.

Qualifications / Skills:

- Strong interpersonal skills and the ability to build relationships with stakeholders, including staff, board members and external partners.
- Proficiency in Microsoft Office (Word, Excel and PowerPoint), Customer relation management (CRM) systems knowledge is helpful.
- Ability to learn new software.
- Ability to work independently and with professional discretion.
- Excellent writing, editing, grammatical, organizational, and research skills.
- Ability to work with a broad range of people including Board members, staff, colleagues of the CEO and staff, and others.
- Excellent management, time management, and problem-solving skills.

Education and Experience Requirements:

- Bachelor's degree or equivalent experience with an economic development background.
- Strong organizational skills that reflect ability to perform and prioritize multiple tasks seamlessly with excellent attention to detail.
- Five plus years progressively responsible and diversified administrative experience, including support to executive team members

Working Conditions/Other Data:

- Hybrid Working Model
- This position is located in Albany, NY.
- Occasional travel may be involved.

Salary and Benefits: Salary range is \$55,000 to \$65,000 commensurate with qualifications and experience. AACA has an excellent benefits package, including generous health, leave, and retirement programs.

Applications: Please submit a resume and cover letter to Kevin O'Connor, CEO at Advance Albany County Alliance at Kevin.OConnor@albanycountyny.gov.

Advance Albany County Alliance Local Development Corporation is an equal opportunity employer.