



Job: Executive Assistant and Board Liaison
Reports to: General Director and CEO
Status: Exempt, Full Time, Regular
Works with: Office of the General Director and CEO
Board of Trustees
Development Department
All other departments

Job Summary: The position will provide executive-level administrative support to the General Director and CEO. This position also manages the preparation of information to and communication with the Board of Trustees as well as providing administrative support to the Development Department. The Executive Assistant acts as principal liaison between the General Director and CEO, the Board of Trustees, and all other internal and external constituencies. These constituencies typically include Company departments, donors, subscribers, other opera companies, cultural institutions, and the community at large.

Accomplish the objectives of Lyric Opera of Kansas City and the Finance and Development Departments:

- Support the Company's mission to make Lyric Opera of Kansas City indispensable to the public through transformational opera experiences and broad service which captures the hearts and minds of our communities.
- Strive to create a culture that emphasizes quality, continuous improvement, and high performance.
- Maintain utmost confidentiality.
- Maintain and present a positive attitude with public, donors, and staff.

Essential Functions:

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Executive Assistant

- Efficient coordination of the operations of the Office of the General Director and CEO.
- Prepare presentations as needed.
- Maintain calendar, schedule appointments.
- Coordinate telephone and other correspondence.
- Coordinate mailings from Office of the General Director and CEO.
- Schedule travel as requested.
- Represent the Office of the General Director and CEO and always conduct oneself with a high level of professionalism.
- Maintain strict confidentiality.
- Work on all other projects as assigned by the General Director and CEO.

Board Liaison

- Represent the office of the General Director and CEO in interactions with the Board of Trustees as assigned by the General Director and CEO.
- Communications and follow up on Board issues as requested.
- Coordinate the scheduling and notification of all upcoming Board of Trustee meetings.
- Prepare board packets for Board of Trustees as requested - to include collecting, copying and collating materials as needed.
- Update all Board materials on a timely basis, such as new member info across all platforms.
- Coordination of set up and tear down for Board of Trustees meetings and other meetings as requested.
- Prepares meeting minutes for the Board of Trustees as assigned.

Development Department Administrative Support

- Participates in daily administrative activities as requested.
- Support the CDO in scheduling, planning, and administrative tasks
- Assist in managing constituent plans and portfolios of potential and current donors
- Support the planning and execution of events and special projects

Other Responsibilities

- Achieve fluency with Tessitura.
- Maintain data integrity per Company standards.

This job description is not designed to cover or contain a comprehensive listing of all activities, duties or responsibilities that are required of this position. Other duties, responsibilities and activities may change or be assigned at any time with or without notice.

Required Competencies:

- Ability to collaborate with staff, professional colleagues, and supporters.
- High proficiency in Microsoft Office including Word, Excel, Outlook, and PowerPoint – including the ability to generate letters and labels through mail merge processes
- Meticulous attention to detail.
- Highly skilled time manager.
- Strong interpersonal skills with the ability to interact professionally and diplomatically with all, including volunteers, in a highly public environment. Must exercise good judgment, discretion, and confidentiality as appropriate.
- Demonstrate the ability to be flexible and shift priorities as demands change.

Work Environment: This job operates in a professional office environment. This role is performed sitting at a desk, and routinely uses standard office equipment such as computers, phones, photocopiers and filing cabinets. While most work occurs in relation to a long-term plan, will be required to be flexible to changing priorities and additional projects that can require overtime. Must have the ability to manage short term deadlines.

Physical Demands: A portion of the work is of a sedentary nature sitting at a desk, but filing and other duties are required. This will require the ability to lift files, open filing cabinets and bend or stand, as necessary.

Position Type and Expected Hours of Work:

This is a full-time position. Days and hours are Monday through Friday, 9am to 5pm. Work may require attendance at performances and other Company events.

Required Education and Experience:

- Bachelor's degree in business administration or a closely related field
- 3-5 years of strong administrative experience – emphasis in executive support.
- Database experience a plus.
- Experience in a not-for-profit organization a plus.

Performance Measures:

The following are key items that will be utilized to evaluate performance of the work and will become part of this position's annual performance evaluation document:

- 1) Successful/positive interaction with Board members and donors
- 2) Efficient coordination of all appointments, correspondence, and presentations
- 3) Accurate preparation and distribution of Board materials
- 4) Effective working relationship with all departments
- 5) Timely execution of assignments
- 6) Flexibility

Signatures:

This job description has been approved by all levels of management:

Supervisor: _____

Human Resources: _____

Employee signature below constitutes employee's understanding of the requirements, essential functions, and duties of this position.

Employee: _____

Date: _____