

Position Title : Executive Office Administrator
Organization : Buffalo Museum of Science
Salary: \$50,000/annually
AFP-WNY Post Date: 3/14/24

DEADLINE TO APPLY: open

Dep't./Division:	Administration
Position Title:	Executive Office Administrator
Primary Reporting Responsibility:	President and CEO
Status:	Full-time/non-exempt

Overview: At the Buffalo Society of Natural Sciences, we believe that science creates opportunities and shapes our world. We take pride in providing an environment that inspires curiosity, self-directed learning, and fun for our guests of all ages. We know that when you mix GREAT SERVICE with GREAT PEOPLE, the result is LASTING MEMORIES for our guests.

Summary of Position: The Executive Office Administrator serves as the primary point of contact for internal and external stakeholders on all matters pertaining to the Office of the President and CEO. This position will function as a key partner of the Leadership Team by anticipating needs and proactively addressing issues, with appropriate but minimal direction and an emphasis on sound judgment, initiative, and confidentiality. This role encompasses strategic planning initiatives, supporting the President and CEO and Deputy Director with daily operations, development, external affairs, and special projects, with a focus on fostering relationships with staff, Board members, and external stakeholders. The Executive Office Administrator will support executive activities by vetting internal and external requests, directing assignments to appropriate staff, facilitating correspondence, and managing the President and CEO's budget, schedule and travel.

Essential Functions:

Office of the President and CEO:

- Provide direct administrative support to the President and CEO, including organizing and maintaining the effectiveness of the Executive Office and portraying a positive and professional image
- Manages an extremely active schedule, working closely to keep the President and CEO and Leadership Team members informed of upcoming commitments and requirements; makes travel arrangements as necessary
- Develop rapport and regular communication with the staff and advance teams of donors, Board members, dignitaries, public figures, and elected officials
- Develop a general awareness of organizational requirements and challenges, using initiative to anticipate and resolve issues and/or provide solutions to facilitate the President and CEO's ability to effectively lead
- Communicate directly and on behalf of the President and CEO with other team members, Board members, stakeholders, vendors, and the public
- Assist the President and CEO with presentations, talking points, correspondence, letters, and other communications
- Support the President and CEO at public events and appearances as needed
- Exercise discretion and confidentiality at all times
- Additional duties as assigned

Board of Managers:

- Act as the primary liaison for Board members, connecting them with internal and external partners and providing relevant information and documentation; coordinate new Board member onboarding and orientation
- Maintain communication with Board of Managers and select committees, including drafting minutes, notices, and all other related correspondence, and keeping records to assure effective, timely and confidential communication and strong Board processes
- Prepare and disseminate Board and committee meeting materials

- Maintain and update all policies and procedures for the Board of Managers
- Prepare agendas and make arrangements, such as coordinating catering for luncheons, for committee, board, and other meetings

Executive Support:

- Coordinates with the Deputy Director, and members of the Leadership Team by scheduling meetings, proofreading documents, compiling reports, and liaising with the Business Office
- Support Development department by managing donor data entry and gift processing, generating acknowledgments, and assisting with mailing campaigns Assist the Chief Development Officer with coordinating meetings/itineraries/visits/lunches/etc. with donors and VIPs
- Conduct research, compile data, and prepare papers for consideration and presentation by executives, committees, and boards of directors
- Serve as a backup member of the phone team, directing calls and responding to general Society inquiries on an as-needed basis
- Prioritize conflicting needs, handle matters expeditiously, and proactively follow through on projects to successful completion under deadline pressures
- Attend scheduled and assigned meetings to record, compile, transcribe and distribute minutes, including all-staff meetings
- Manage a portfolio of special projects supporting the Leadership Team to ensure that the team is effectively moving according to planned objectives and established milestones

Education, Experience, Skills, and Qualities Required:

- 5-7 years of relevant professional experience in an Executive Office setting; not-for-profit experience preferred
- Bachelor's degree in related field preferred
- Strong computer skills and communication skills required
- Familiarity with professional office procedures necessary
- Strong computer skills, including MS Office, and virtual meeting platforms (Zoom, WebEx, Microsoft Teams).
- High attention to detail with the ability to manage multiple projects simultaneously.

- Previous experience working with a Board of directors a plus
- Ability to multi-task and work well with all levels of the organization needed
- Strong writing and proofreading skills needed
- Must have excellent customer service skills and demonstrate impeccable professionalism and discretion
- Desire to work in a fast-paced setting and produce experiences and products of the highest quality, as well as to sincerely enjoy work and colleagues
- Interest in working in a museum or informal science education field a plus
- Lifelong learner with a natural sense of curiosity and respect for science and the scientific process

Physical Demands:

- Sitting for long periods of time at a work desk/computer on a daily basis
- Regular attendance is an essential function of the job
- This position requires in-office work and will not be eligible for a remote working arrangement
- Flexibility to work a varied schedule – early mornings, evenings and occasional weekends necessary
- Position will require periodic evening and weekend work

Acknowledgement:

The Society's culture is one of collaboration, collegiality, and teamwork. The Executive Office Administrator must have a desire to work in a mission-first and audience-centered culture following the Society's core values of service, curiosity, collaboration, integrity, and inclusivity. The Executive Office and Administrator must intend to produce products and experiences of exceptionally high quality and to enjoy work and colleagues.

The information provided in this description has been designed to indicate the general nature and level of work performed by incumbents in this position. This job description is not intended to be interpreted as a comprehensive inventory of all duties, responsibilities, qualifications, and work conditions of employees assigned to this job. Management has sole

discretion to add or modify the duties of this position and designate other functions as essential at any point in time.

The salary for this position is \$50,000 along with a competitive benefits package.

Please send a cover letter and resume to Resumes@GoldhawkHR.com.

Equal Opportunity Employer: At the Buffalo Society of Natural Sciences, we believe that to achieve the greatest potential in opportunity, innovation, and discovery, as well as to reach the highest level of effectiveness and well-informed decision making, diversity of experience and viewpoints is paramount. Further, as a mission-first organization that seeks to be a welcoming and welcomed resource for all in our community, the Society strives to reflect the great diversity of those living in western New York. We encourage applications from individuals of all backgrounds and life experience. The Buffalo Society of Natural Sciences is an Equal Opportunity Employer and does not discriminate based on race, color, religion, sex, national origin, age, disability, or genetic information