



## Job Description

**Position Title:** Executive Administrative Assistant to the President  
**Effective:** June 28, 2019  
**Reports to:** President, Mountain Retreat Association  
**Supervises:** N/A  
**Status:** Salaried/exempt

**Essential Functions:** The executive administrative assistant to the president serves as the key support staff to the president of the Mountain Retreat Association (MRA) and coordinates the day-to-day operations in the Office of the President. This position also serves as the assistant secretary of the Board of Directors/ Trustees of Stock, which includes managing logistical aspects of MRA Board meetings and correspondence.

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### Essential Duties:

#### Assistant to the President:

- Provide support to the president in all aspects of his position
  - Maintain calendar
  - Answer and screen phone calls
  - Mail
    - Prepare correspondence
    - Facilitate thank-you note process and ensure timely mailings
    - Open conference center mail daily
- Prospect and Informational Meetings
  - Travel and Local Meetings, including summer lunch table
    - Organize and schedule appointments where necessary
    - Produce, in conjunction with Development, local prospect lists for travel
    - Secure logistics
  - Coordinate deliverables and leave-behinds
  - Input meetings and post-meeting notes into Raiser's Edge
- Development
  - Attend Prospect Review Meetings to coordinate presidential travel with other fundraisers
  - Maintain familiarity with the president's portfolio and monitor correspondence
- Meetings
  - Coordinate all arrangements, technology, and set-ups for meetings of the following groups:

- Senior Leadership Team
  - MRA Board and six committees
  - President's Council
  - Development Foundation Board and two committees
- Manage meeting logistics and RSVP lists
  - Reserve and confirm location and food/drink
  - Conference call information distribution and physical setup
  - Distribute agenda
  - Ensure scribe or minute-taker as needed
  - Post-meeting minute distribution and follow-up
- Attend SLT as necessary for facilitation of daily work
- Budget
  - Prepare and maintain President's Office and Board budgets
- Community announcements
  - Produce *Community Announcements*
- All-Staff Meetings
  - Facilitate logistics and scheduling of all-staff meetings
  - Coordinate nomination and recognition of Employee of the Month

Assistant Secretary of the Board of Directors/Trustees of Stock:

- Coordinate all arrangements for two board meetings annually (spring and fall)
- Communicate with board members regarding details for board meetings
- Produce and distribute materials to board members prior to meetings
- Serve as scribe for board meetings; produce minutes, and maintain for archives
- Maintain a filing system for board resolutions
- Arrange meetings and/or conference calls for Executive Committee, Audit Committee, Board Life Committee, Development Committee, Finance Committee and Strategic Planning Committee as requested; produce and distribute minutes, and maintain for archives
- Work closely with Chair of Board Life Committee to monitor member nominating process
- Work with corporate attorney to schedule annual stockholders meetings; issue meeting notices to database of stockholders in a timely manner
- Sign corporate documents as required and needed
- Maintain files—electronic and hard copies—of current corporate documents, including the Manual of Procedures, Operating Procedures, and By-Laws; prepare amendments when approved and adopted

**Requirements:**

- Bachelor's degree preferred
- At least three years of proven experience working closely with executives and/ or project management.
- Good oral and written communication skills, including writing, proofreading, and



editing

- Genuine interest in and compassion for the mission of Montreat Conference Center and its growth and expansion
- Discretion and judgment on confidential issues and material
- Demonstrated planning and organization skills, organizing time and tasks to complete important assignments under deadline
- Demonstrated attention to detail
- Ability to maintain/strengthen good working relationships with staff, board members, and community, with personality conducive to public relations
- Proficiency in Microsoft Word and Outlook
- Knowledge of, or ability to learn and use, technology such as Raiser's Edge fundraising database, Dropbox, Zoom, and other programs common to the workplace or non-profit setting
- Able to work independently and efficiently under busy conditions and interruptions
- Possession or acquisition of a Notary license

**Competencies:**

- Proficiency in Excel, with technology skills
- Understanding of systems
- Critical thinking and problem-solving skills
- Pleasant, understanding and tolerant disposition
- Imagination and creativity
- Understanding of the Montreat community and the Presbyterian Church (USA)

Employee Signature: \_\_\_\_\_ Date:

Supervisor Signature: \_\_\_\_\_ Date: