

## **Executive Assistant (EA)**

FOKO is seeking a creative, collaborative and enthusiastic team member to join us in the new role of Executive Assistant. This role is crucial to providing support to our Executive Director and our mission. This is a great opportunity to establish a working relationship with a high-level executive and contribute to the overall efficiency of our organization. This position requires initiative, a can-do problem-solving approach, critical thinking, a familiarity with social media, and independent decision-making skills.

### **Administrative Responsibilities**

- On-site preparation of performance space including reviewing special seating needs and delivering programs and materials to the site.
- Supports audience engagement, staffs welcome table, prepares handouts and displays.
- Along with the Executive Director and Board, provides significant support for planning and executing annual fundraising appeal and events.
- Greets audiences in the lobby and responds to audience requests.
- Word- and -document processing including production of concert program books.
- Proofs and edits text and marketing materials, processes bulk mailings.
- Communicates with various vendors and suppliers.
- Processes invoices, payments and deposits.
- Maintains donor databases and audience attendee records.
- Provides support for an Active Board by updating and maintaining lists of Board and committee members managing meeting invitations and schedules and reserving space.
- Manages physical mail, answers phones and email.

### **Candidate Profile**

The successful candidate is a highly organized, experienced assistant with:

- Effective problem-solving and time management skills
- Excellent verbal and written communication
- Active engagement with social media platforms
- Proficiency in donor database management and other data tools
- Ability to work occasional weeknights/weekends
- Reliability, creativity and imagination
- Self-motivation and attention to goals

- Grant application preparation and fundraising experience

### **Working Conditions**

- The position reports to the Executive Director.
- A performance review will occur annually with the Executive Director based on a small number of mutually agreed-upon goals.
- Compensation is competitive and commensurate with experience and qualifications.
- Participation at evening and weekend events on a flexible schedule is expected.
- No job description defines all aspects of a particular position. As such this position is subject to direction from the Executive Director and the assignment of additional or different duties.