



Women's Business Development Council

Executive Assistant

Overview

The Women's Business Development Council (WBDC) is seeking a driven and passionate Executive Assistant based in its Stamford, Connecticut office. The Executive Assistant will be responsible for providing support to WBDC's Executive Team. This position's primary function is providing the CEO with administrative support, including scheduling, managing travel, and assisting with logistics.

The ideal candidate will be a self-starter with keen attention to detail, excellent organization skills, strong communication skills, and orientation towards execution. With a proven track record of supporting C-suite executives, they will thrive in a dynamic environment as a critical administrative support that makes WBDC's executive team more efficient. This position plays a critical role as the first point of contact for WBDC stakeholders, and requires an individual who can represent the organization in the most professional manner. This individual must be timely and tenacious in follow-up and information gathering and be comfortable speaking to a range of audiences, including volunteers, executives, donors, elected officials, and support staff. They must be a team player that can collaborate across WBDC's senior management and marketing teams to ensure alignment and seamless information flow.

Reporting to the Marketing Manager, this full-time role provides an exciting opportunity to work closely with a well-respected CEO, and support the senior management team at an established, growing nonprofit organization that sits at the forefront of business development for women in Connecticut. This position demands someone who is ready from day one to dive in, learn the ropes, and take on responsibility.

WBDC is currently operating remotely and plans to return to the office when the situation allows. Once normal operations resume, this position will be based in WBDC's Stamford office. Occasional travel to our offices in New Haven and New London and other locations across Connecticut will be required. WBDC requires all employees to provide proof of full COVID-19 vaccination. Qualified individuals seeking an exemption from this vaccination requirement may apply for a medical or religious exemption. The salary range is \$45,000 – 55,000 plus benefits and is commensurate with experience.

Duties and Responsibilities

The Executive Assistant will be responsible for day-to-day administration for the CEO, and will also serve as a liaison to the WBDC Board of Directors, provide support to WBDC's senior management team, and support a variety of ad hoc projects. Responsibilities include:

Executive Support: Manage the CEO's calendar, coordinating and scheduling appointments. Create and implement overall calendar strategy to optimize productivity and balance, and effective flow of meetings. Manage logistics for meetings led by senior management team, booking meeting rooms, preparing written materials, managing catering, audio-visual setup, etc. Plan and coordinate business travel. Manage reimbursements and expenses.

Database Management: Manage database of CEO's contacts in Outlook and CRM platforms. Conduct research to obtain complete contact information. Maintain notes to assist with effective relationship management.

Board Liaison: Support the Board of Directors, assisting Board Leadership as required. Create and maintain the schedule of Board and Committee meetings. Set up for meetings, including preparing and distributing materials, coordinating food/drink, and ensuring smooth audio/visual setup. Maintain Board documents and policies.

Office Administration: Perform reception duties in the Stamford office, greeting guests and distributing mail.

Support special projects for senior management team. Work with the senior management team on special projects as they arise.

Other duties as assigned.

Qualifications

- 5+ years relevant office work experience, including at least 2 years scheduling for a C-Suite or senior level executive
- Superior organizational and research skills, with high attention to detail
- Excellent communication skills, with strong presence and voice, and ability to communicate effectively across a range of stakeholder groups
- Strong project management and research skills, with a tendency towards process improvement
- Proficiency with Microsoft Outlook, Word, PowerPoint, and Excel
- Ability to run with a project with guidance from manager, and work independently
- Event planning experience a plus
- Availability to work occasional evenings and/or weekends as needed
- Must have own transportation as this position requires travel between locations

About Us

Headquartered in Stamford with regional offices in New Haven and New London, WBDC is the statewide leader of entrepreneurial education for women. For over 20 years, we have provided women with the skills, resources, and networks to succeed in business. WBDC has supported economic development by assisting in the creation, sustainability, or expansion of more than 6,500 businesses and 8,750 jobs, and helping businesses to access more than \$24,900,000 in loans and grants.

WBDC offers a competitive benefit package including health, dental, vision, and life insurance, a retirement plan, paid time off, and holidays, in a supportive working environment.

How We Operate

We are a small team of over 25 talented individuals who collectively deliver outstanding results through a high level of passion and commitment.

Please apply if you:

- Possess an *Entrepreneurial Mindset* – creative, motivated, enthusiastic, and energetic
- Are highly detailed and demonstrate a strong sense of urgency in setting and meeting deadlines
- Can multi-task, and jump between projects
- Thrive in a fast-paced environment, and are comfortable with change
- Take initiative, and are willing to go above and beyond to achieve results
- Can work independently, and see the big picture while working in the day-to-day
- Prosper in a culture of teamwork and growth, and value collaboration

How to Apply

Interested candidates that are familiar with this job posting and excited by this opportunity should email their cover letter, and resume to resumes@ctwbdc.org. Please list WBDC EXECUTIVE ASSISTANT in the e-mail subject line. No phone inquiries.

Disclaimer

The statements herein are intended to describe the general nature and level of work being performed by the employee in this position. They are not intended to be construed as an exhaustive list of all responsibilities, duties, and skills required of a person in this position.

WBDC, Inc. Equal Employment Opportunity Statement

WBDC is committed to creating a diverse environment and is proud to be an equal opportunity employer. We welcome qualified applicants to receive consideration for employment without regard to race, color, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability, age, or veteran status.