

## **Executive Assistant Job Description**

**Supervisor:** Development Director

**Job Purpose:** Provide comprehensive administrative support to Portland Stage's Executive & Artistic Director (EAD) under the supervision of the Development Director (DD). This position plays a key role in Development fundraising initiatives.

**Duties and Responsibilities:**

- Manage the EAD's calendar, serving as the primary point of contact for internal and external scheduling of all meetings and events related to Development initiatives.
- Communicate directly and regularly with key stakeholders, trustees, major donors, and others on behalf of the EAD.
- Provide administrative support including copying, filing, data entry, and preparing meeting materials for key stakeholders, trustees, and major donors.
- Support Development department in planning and executing private donor events and other special projects as needed.

**Qualifications:**

- Experience providing high-level administrative support at the Executive level
- Schedule flexibility with availability during regular business hours Monday through Friday strongly preferred
- Strong ability to manage up and communicate effectively with supervisors
- Excellent communicator with a sense of humor and an optimistic attitude
- Strong verbal, written, interpersonal, and discretion skills with high attention to detail
- Demonstrated time management and organizational skills
- Team player with strong problem-solving abilities and ability to work independently
- Flexibility, confidence, and resourcefulness
- Experience in Arts/Non-Profit Administration strongly preferred; background in Theater/Performing Arts and/or Fundraising a plus
- Strong knowledge of Google Suite and Microsoft Office

**Working Conditions:**

- This is a part-time, hourly position.
- Weekly schedule will vary depending on the needs of the EAD/DD, and will generally fall between 10-20 hours per week, Monday through Friday.
- This is generally a remote position, but some on site work may be required; a personal computer with internet access is required.
- Access to printers, a copier, and wifi enabled internet is available in the Portland Stage administrative offices located at 25A Forest Avenue, Portland ME 04101.
- The Portland Stage offices are temperature controlled and require use of stairs.

**Physical Requirements:**

- Ability to look at electronic screen for extended periods of time
- Mobility: ability to sit, stand, climb stairs (for PS office access only)

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