



Position: Executive Team Administrative Manager

FLSA Classification: Regular Full-Time Exempt

Reports To: Assigned Members of the Executive Team

Purpose:

This forward-facing team member will demonstrate professional maturity while providing exemplary executive support services and project management to a four-person executive leadership team. This position will play a critical role in the coordination of cross-departmental reporting, data gathering and research in support of South Arts programmatic and funding initiatives. They serve as the non-management staff liaison to the Board of Directors and will exceed in providing exceptional support services for all board related meetings and activities.

Responsibilities:

Executive Services

- Draft correspondence, agendas, and meeting minutes for senior management for committee meetings, speaking engagements, advancement and internal staff meetings
- Conduct research and provide project management for senior management
- Contact tracking and communications for senior management before and after trips
- Set appointments and itineraries for the executive leadership team
- Coordinate events and meetings related to projects and programs to include but not limited to:
 - Overseeing meeting/event logistics
 - Reserving any needed venues and equipment
 - Catering services coordination
 - Communicating with participants/constituents
 - Preparing documents, contracts, presentations and talking points

Advancement

- Research and project management
- Track philanthropic requests, pledges and contributions
- Manage and update donor database and generate reports as needed
- Manage donor lists and prepare mailing materials like invitations, solicitations and newsletters

- Draft newsletters and other correspondence including key coordination of an annual report

Strategic Alliance

- Draft correspondence to third party organizations, foundations and individuals as directed by senior management for strategic alliance follow-up
- Assist in drafting speeches and talking points for South Arts representatives for meetings with other Regional Arts Organizations and various other grantor and foundation functions, meetings and conferences

Board of Directors

- Draft correspondence, agendas, meeting minutes for board and committee meetings
- Provide administrative support services to the Board of Directors, and provide all logistical planning for Board of Directors' meetings, including preparation of materials, logistics for committee and board convenings, and all hotel and travel plans
- Create on-line board materials for Board of Directors and maintain updated contact information for Board of Directors and committees
- Maintain board related records, lists and meeting minutes as per South Arts retention policies
- Provide support for board committees

Programs

- Enters program data into information management and data storage software and maintains the accuracy of that data
- Assists with tasks related to program assessment, evaluation, and grants administration
- Provides support with monitoring, tracking and reporting on programmatic activities
- Creates presentation documents about programs
- Serves as point of contact for programs, including contact with program directors, board of directors' program committee, program partners, and program collaborators.
- Stays abreast and maintains knowledge of South Arts, its activities, programs, and events

General

- Support and update databases and run database reports as requested
- Coordinate mailings as needed
- Handle various projects as assigned; such as, management of travel stipends for a conference, to include:
 - Notifying potential recipients of the availability of the stipend
 - Tracking of responses
 - Managing registration for those attendees
 - Following the internal procedures to request payment of those stipends to the accounting department
 - Any other related tracking, correspondence or follow-up for the assigned project
- Create, read, analyze, file, retrieve and organize organizational documents
- Conduct and analyze research for the Vice President of Advancement and senior management

Required Knowledge

- Office Administration and Management - Thorough knowledge of business and management principles involved in planning, resource allocation, and coordination of people and resources; Comprehensive knowledge of administrative office procedures and systems
- Customer Service - Thorough knowledge of principles and processes for providing excellent internal and external customer service
- Government Operations - General knowledge of government operations and related state, federal and local agencies and organizations
- Advancement – General knowledge of non-profit fundraising practices and familiarity with foundation research and grant-writing
- Technology - Knowledge of office electronic equipment, and computer hardware and software

Required Skills

- Critical Thinking – Uses logic and reasoning to understand, analyze, and evaluate complex situations and research information to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to the training needs identified; Combines pieces of information to form general rules or conclusions (includes finding a relationship among seemingly unrelated events)
- Written Communication — Writes clearly and informatively; Edits work for spelling and grammar; Varies writing style to meet needs; Presents numerical data effectively; Able to read and interpret written information
- Interpersonal Relationships — Develops and maintains cooperative and professional relationships with employees at all levels of the organization to include representatives from other departments and organizations
- Judgment and Decision Making — Evaluates the best method of research and then exercises appropriate judgment in establishing priorities and resolving complex matters; Considers the relative costs and benefits of potential actions to choose the most appropriate one

Required Abilities

- Communication – Excellent ability to communicate complex ideas and proposals effectively so others will understand to include preparation of reports, agendas, and policies. Excellent ability to listen and understand information and ideas presented

verbally and in writing. Ability to handle all interactions and issues with poise, tact and diplomacy and in a confidential manner

- Coordination of Work — Ability to establish and implement effective administrative and management programs and procedures. Ability to plan and organize daily work routine. Establishes priorities for the completion of work in accordance with sound time-management. Estimates expected time of completion of elements of work and establishes a personal schedule accordingly. Implements work activity in accordance with priorities and estimated schedules. Maintains a calendar for meetings, deadlines and events
- Accounting/Budgeting - Ability to perform arithmetic, algebraic, and statistical applications. Ability to employ economic and accounting principles and practices in the analysis and reporting of data

Requirements

- A bachelor's degree in a field such as public relations or communications
- A minimum of five years' experience in arts administration or other pertinent areas and three years' experience managing projects and/or program; some experience with non-profit advancement/fundraising processes strongly preferred
- Excellent writing and oral communication skills
- Basic knowledge of MS Office, with advanced knowledge of:
 - Outlook – scheduling meetings, managing calendars, use of rooms and other advanced functions; also managing, importing and exporting contacts; task management
 - Word – document formatting, review options/tracking, mail merge, layout options
 - Excel – spreadsheet creation; column and row formatting; data sorting; page formatting, including borders, gridlines, and use of headers and footers
- Basic knowledge of online systems such as:
 - CMS – web portal support systems
 - CRM – customer relationship management systems, specifically Sales
 - Grant tracking systems
 - Event/program registration systems
- Basic knowledge of creating marketing/promotional level documents for internal or public-facing use

Other Requirements:

- Potential travel up to 15% of the time
- The position will be based at the South Arts' office in Atlanta, Georgia

Physical Requirements:

- Sedentary work: Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body. Sedentary work involves sitting most of the time
- The worker is required to have close visual acuity to perform an activity such as: preparing and analyzing data and figures; transcribing; viewing a computer terminal; extensive reading; visual inspection involving small defects, small parts, and/or operation of machines (including inspection); using measurement devices; and/or assembly or fabrication of parts at distances close to the eyes
- Use of fingers: Picking, pinching, typing or otherwise working, primarily with fingers rather than with whole hand or arm as in handling

Salary and Benefits:

Salary Base – \$50,000.00

Benefits –South Arts offers an excellent benefits package that includes health, dental, and life insurance; long-term and short-term disability; vacation; paid holidays; and a 403(b) plan with company match.

Application Submission: Deadline: Open until filled

Email resume and cover letter to:

Attn: Human Resources

E-mail to: hr@southarts.org

South Arts' mission is Advancing Southern vitality through the arts. South Arts is a non-profit regional arts organization founded in 1975 to build on the South's unique heritage and enhance the public value of the arts. South Arts' work responds to the arts environment and cultural trends with regional perspective. South Arts' offers an annual portfolio of activities designed to address the role of the arts in impacting the issues important to our region, and to link the South with the nation and the world through the arts.

The organization works in partnership with the state arts agencies of Alabama, Florida, Georgia, Kentucky, Louisiana, Mississippi, North Carolina, South Carolina, and Tennessee. It is funded by the National Endowment for the Arts, member states, foundations, businesses and individuals.

For more information about South Arts, please refer to our website at www.southarts.org

Equity Statement:

South Arts is an inclusive employer and adheres to Equal Employment Opportunity Commission standards. South Arts does not and shall not discriminate on the basis of race, color, ethnicity, national origin, religion, age, disability, genetic information, gender, gender expression, sexual orientation, pregnancy, marital status, military status, economic status, or geographic location in any of its activities or operations.

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