

## Executive Assistant

Be a part of the team that will be instrumental to the Democratic Legislative Campaign Committee (DLCC) taking back our state legislatures and—by winning crucial redistricting fights—remaking the U.S. Congress to re-enfranchise millions of voters and end the GOP-led gridlock that’s paralyzing our government.

Our task is no less than to teach a diverse generation of voters about the central role their state legislatures play in their day-to-day lives, and in the shaping of the country.

The mission is to win Democratic majorities and build Democratic power in state legislatures.

## Role

The Executive Assistant is a fast paced, high touch, visible position that ensures the Executive Director operates on a strategic schedule that maximizes her impact on behalf of the organization and is prepared and set up for top performance. This position requires an understanding that the Executive Director is a person as well as strategic asset for the organization. The successful applicant has a passion for operating in a support and service-oriented role, along with a commitment to high quality work and impeccable responsiveness, as the primary point of contact for internal and external matters requiring the attention of DLCC’s Executive Director.

The Executive Assistant is a D.C. based position that reports directly to the Executive Director.

The Executive Assistant is expected to model the values of the DLCC:

- Transparency
- Credibility
- Initiative
- Teamwork
- Focus on results

## Responsibilities

### Executive Support

- Completes a broad variety of administrative and support tasks for the Executive Director
  - managing an extremely active calendar of business and personal appointments;
  - arranging complex and detailed travel plans, itineraries, and agendas; and compiling documents for travel;
  - creating and or coordinating preparation and meeting materials;
  - effectively integrating personal needs into the schedule and preparation;
  - composing and preparing correspondence that is sometimes confidential;

- maintaining contact database for business and personal use;
  - supporting personal correspondence.
- Plans, coordinates and ensures the Executive Director's schedule is followed and respected. Provides "gatekeeper" and "gateway" role, creating win-win situations for direct access to the Executive Director's time and office.
- Communicates directly, and on behalf of the Executive Director, with Board members, donors, staff, and others.
- Researches, prioritizes, and follows up on incoming issues and concerns addressed to the Executive Director, including those of a sensitive or confidential nature. Determines appropriate course of action, referral, or response.
- Provides a bridge for smooth communication between the Executive Director and internal departments; demonstrating credibility, trust and support with senior management staff.
- Acts as a "barometer," having a sense for the issues taking place in the environment and keeping the Executive Director updated.
- Manages special projects for the Executive Director.
- Prioritizes conflicting needs; handles matters expeditiously, proactively, and follows-through on projects to successful completion, often with deadline pressures.

#### Board Support and Liaison

- Serves as the Executive Director's administrative liaison to the DLCC Board of Directors.
- Manages all follow-up needs following the Executive Director's communication with Board Members.
- Maintains meticulous records of Board interactions.
- Maintains discretion and confidentiality in relationships with all Board Members.
- Prepares necessary materials for board meetings and follow-up from board meetings with guidance from the Executive Director.
- Manages the schedule of the DLCC Chair while they are in DC or traveling on behalf of the organization.

#### External Relations

- Provides polished and thoughtful representation of the Executive Director at all times.
- Ensures that the Executive Director's bio is kept updated and responds to requests for materials regarding the Executive Director and the organization in general.
- Supports in the preparation of presentations for the Executive Director in coordination with the Communications Director.
- Edits and completes first drafts for written communications to external stake holders.
- Follows up on contacts made by the Executive Director and supports the cultivation of ongoing relationships.
- Drafts or edits all acknowledgement communication from the Executive Director to donors.



- Other duties as assigned.

### Expected Outcomes

- The Executive Director's schedule reflects organizational priorities.
- The Executive Director's schedule allows for personal needs to be met in a timely way.
- The Executive Director has high levels of satisfaction with how scheduling conflicts and competing priorities are managed.
- The Executive Director operates with a high quality, timely information to perform her responsibilities.
- DLCC staff receives important information about the Executive Director's priorities, feedback, meeting outcomes, and follow-up so that they need to perform their responsibilities effectively.
- No Drama

### Qualifications

- Minimum of 6 years' experience as an executive or personal assistant managing a dynamic schedule, including travel and many competing priorities with high stakes and tight deadlines.
- Highly organized, detail oriented, proactive, efficient and service focused.
- Ability to handle varied and multiple administrative assignments with excellent judgment, precision and diplomacy.
- Observant to the needs of principal and the ability to anticipate their needs (e.g., scheduling appointments at desired time, planning travel, etc.).
- Ability to be responsive and work collaboratively with all team members regardless of seniority.
- Ability to develop and maintain solid working relationships with professional and personal contacts.
- Familiarity with progressive politics and political campaigns
- Ability to easily take feedback and direction.
- Flexibility and willingness to work odd hours when necessary.
- Positive attitude and ability to handle responsibilities with ease and calm demeanor.
- Strong technology skills and highly proficient in Microsoft Office software including Word, PowerPoint, Excel and Outlook and experience with CRM systems.
- Ability to maintain discretion.
- Professional presentation of self and great personality (sense of humor is a plus).
- Sharing our commitment to electing state legislative Democrats.

DLCC is committed to offering an inclusive and welcoming workplace that values the efforts of all. Our success depends upon everyone contributing good ideas, taking initiative to solve problems, and working collaboratively across departments.



DLCC offers a competitive salary and a generous benefits package.

### **How to Apply**

Please submit a cover letter, resume, and professional references to [careers@dlcc.org](mailto:careers@dlcc.org). Please reference “Assistant to the Executive Director” in subject line. Please reference where you found the job posting. No calls please. Applicants will be screened on a rolling basis.

The Democratic Legislative Campaign Committee (DLCC), is committed to diversity among its staff, and recognizes that its continued success requires the highest commitment to obtaining and retaining a diverse staff that provides the best quality services to supporters and constituents. The DLCC is an equal opportunity employer and it is our policy to recruit, hire, train, promote and administer any and all personnel actions without regard to sex, race, age, color, creed, national origin, religion, sexual orientation, gender identity or expression, physical or mental disability, personal appearance, marital status, family responsibilities, genetic information, or any other legally protected basis. The DLCC will not tolerate any unlawful discrimination and any such conduct is strictly prohibited.

