

## **Special Assistant to Executive Director/CEO & Board Liaison**

Location: Hybrid, Remote/Alexandria, VA

Salary Range: \$95,000 - \$145,000

Type: Primarily remote environment, with an expectation of being in person periodically at our Old Town, Alexandria, Virginia Office

The National School Boards Association (NSBA) seeks a highly experienced Special Assistant and Board Liaison. This position will support the Executive Director & CEO in executing the organization's strategic plan, overseeing day-to-day operations, and managing relationships with key stakeholders. The Special Assistant provides high-level confidential support in accordance with NSBA policies and procedures and works closely with the leadership team and the association at large to ensure the organization's programs, events, and administration are operating effectively and efficiently.

NSBA offers a dynamic work environment with an excellent employee benefit package including health and dental insurance programs, 403B and PTO leave plans. As an employee of NSBA, you'll work in a primarily remote environment, with an expectation of being in person periodically at our Old Town, Alexandria, Virginia Office.

NSBA is proud to be an equal opportunity employer. We believe in hiring a diverse staff and sustaining an inclusive, people-first culture. We are committed to equal employment opportunity regardless of race, color, ancestry, religion, sex, national origin, sexual orientation, age, citizenship, marital status, disability, gender identity or Veteran status.

### **Responsibilities include but are not limited to:**

- Manages the day-to-day operations and workflow of the Executive office, including complete calendar management; interacting with all organizational levels within, and external to NSBA on behalf of the Executive Director; responding to requests; answering and screening calls; creating and populating daily meeting file folders; setting up meetings within and outside the organization, both in person and via conference calls; coordinates staff anniversary and new hire meetings as needed.
- Manages all travel activities for the Executive Director, including responding to and arranging speaking engagements, scheduling extensive travel schedule, preparing itineraries and trip files. Works with travel agency for finding best travel options. Processes travel expenses and business reimbursements, special appearance RSVPs, and event registrations. Prepares invoices as needed.
- Maintains filing systems, creates new files as needed. Designs, establishes, organizes and maintains administrative, reference, and follow-up file systems. Recommends improvements in workflow, procedures, use of equipment and forms.
- Assists in preparing communication letters/memos to the Board regarding organizational updates and activities, edits letters, annual reports, internal operational documents, Executive Director's letters to the Board, State Associations, and Past Presidents.

- Organizes and arranges for staff members to represent organization at meetings and conferences, using own initiative.
- Notes commitments made by executives during meetings and arranges for staff implementation.
- Reads outgoing correspondence for executive approval and alerts writers to any conflicts or departure from policies or executive's viewpoints.
- In executive's absence, ensures that requests for action or information are relayed to the appropriate staff member.
- Interprets requests, helps implement action, and decides whether executive should be notified of important, or emergency matters, as needed.
- Ensures the Executive Director receives speeches, scripts, and other presentation materials in preparation for meetings and speaking engagements.
- Analyzes unit operating practices, such as record keeping systems, forms control, office layout, suggestion systems, personnel and budgetary requirements, and performance standards to create new systems or revise established procedures.
- Prepares reports including conclusions and recommendations for solution of operational and administrative problems.
- Issues and interprets operating policies, as appropriate.
- Coordinates collection and preparation of operating reports, such as budget expenditures, and statistical records of performance data.
- May compose and sign correspondence for executive in accordance with policies and procedures.
- May serve as the executive's representative at meetings and express the executive's viewpoints at such meetings.
- Manages on-site support for all Board Meetings, including acting sometimes as the contact for outside vendors and preparing meeting rooms.
- Provides on-site support for the Board of Directors at meetings.
- Ensures setup for preparation of minutes and notes for the NSBA Board of Directors meetings and ensures official meeting minutes are posted in accordance with policy and procedures.
- Generates agendas and compiles materials, posts on the NSBA Board's project management site, and disseminates materials for Board and Committee meetings.
- Documents and tracks Board action follow-ups after Board meetings
- Assists with scheduling and coordinates conference calls or meetings for Board President and Board Committees
- Schedules daily agendas for Board for annual conference.
- Coordinates travel for the board president, including working with state association staff on details and maintaining a travel calendar.
- Assists in monitoring designated budgets and expenditures for the NSBA Board.
- Coordinates special projects as assigned by the Executive Director.
- Performs other duties as assigned.

### **Requirements:**

- Must have 7 or more years of experience as an executive or administrative assistant
- Must be proficient with Microsoft Suite (Outlook, Word, Excel, PowerPoint, SharePoint)
- Strong organizational and project management skills, with the ability to manage multiple priorities and meet deadlines.

- Excellent written and verbal communication skills, with the ability to communicate complex ideas to a range of audiences.
- Demonstrated ability to build and maintain strong relationships with key stakeholders, including members, partners, and volunteers.
- Strong financial acumen, with experience managing budgets and developing financial reports.
- Passion for the organization's mission and commitment to serving the needs of its members.
- Work-related travel required.