

Gateway Film Center

Job description - Assistant to the President

Position Overview

Reporting directly to the President and Chief Executive Officer, the Assistant to the President provides executive support in a one-on-one working relationship. The Assistant serves as the primary point of contact for internal and external constituencies on all matters pertaining to the Office of the President. The Assistant also serves as a liaison to the Board of Directors and Senior Management teams; organizes and coordinates executive outreach and external relations efforts; and oversees special projects as directed by the President.

The Assistant to the President must be creative and enjoy working within a small, entrepreneurial environment that is mission-driven, results-driven, and community oriented. The ideal individual will have the ability to exercise good judgment in a variety of situations, with strong written and verbal communication, administrative, and organizational skills, and the ability to maintain an effective balance among multiple priorities. The Assistant will have the ability to work independently on projects, from conception to completion, and must be able to work under pressure at times to handle a wide variety of activities and confidential matters with discretion.

Roles and Responsibilities

Executive Support

- Completes a variety of administrative tasks for the President including but not limited to: managing an extremely active calendar of appointments; completing expense reports; composing and preparing correspondence (which is sometimes confidential); arranging and communicating detailed travel plans, itineraries, and agendas; and compiling documents for travel-related meetings.
- Plans, coordinates and ensures the President's schedule is followed and respected. Provides a "gatekeeper" and "gateway" role, creating win-win situations for direct access to the President's time and office.
- Communicates directly, and on behalf of the President, with Board members, donors, Foundation staff, and others, on matters related to the President's programmatic initiatives.
- Researches, prioritizes, and follows up on incoming issues and concerns addressed to the President, including those of a sensitive or confidential nature. Determines appropriate course of action, referral, or response.
- Provides effective communication between the President's office and internal departments; demonstrating leadership to maintain credibility, trust, and support with senior management staff.
- Works closely and effectively with the President to keep them well informed of upcoming commitments and responsibilities. Acts as a "barometer," having a sense for the issues taking place in the environment and keeping the President updated.
- Provides leadership to build relationships crucial to the success of the organization and manages a variety of special projects for the President, some of which may have significant organizational impact.
- Successfully completes critical aspects of deliverables with a hands-on approach, including drafting acknowledgement letters, personal correspondence, thank-you notes, and other tasks that facilitate the President's ability to effectively lead the company.
- Prioritizes conflicting needs; handles matters expeditiously and proactively, and follows-through on projects to successful completion, often with deadline pressures.
- Ensures the Executive Suites of the Center are in good working condition at all times, including but not limited to cleanliness, file organization, and security.
- Takes a leadership role in the training and development of additional support staff assigned to the President.

Board Support and Liaison

- Serves as the President's administrative liaison to the Gateway Film Foundation's Board of Directors and Advisory Board of Directors.
- Assists Board Members with meeting arrangements.
- Maintains discretion and confidentiality in relationships with all Board Members.

- Adhere to compliance with applicable rules and regulations set in bylaws regarding Board and Advisory Board matters, including advance distribution of materials before meetings.
- Assists in the onboarding of new Board and Advisory Board Members.

Senior Management Liaison

- Participates as an adjunct member of the Executive Team including assisting in scheduling meetings and attending meetings as directed by the President.
- Ensures the President receives regular reporting on financial performance and organizational impact and results.
- Assists in coordinating the agenda of Senior Management team meetings, travel, and off-sites events, and takes the point position in the execution of all staff meetings.
- Assembles and delivers regular reporting, as directed by the President, from multiple sources and departments

Communications, Partnerships, and Outreach

- Ensures that the President's bio is kept updated and responds to requests for materials regarding the President and the organization in general.
- As directed, edits and completes first drafts for written communications to both internal and external stakeholders.
- Assumes the point position on all regular communications from the President, including but not limited to the President's Quarterly Report to the Board of Directors.
- Sends messages on behalf of the President.
- Assists in the creation of the Gateway Film Center annual plans and strategic objectives.

Strategic Initiatives

- Works with the Senior Management team in coordinating the President's outreach activities.
- Follows up on contacts made by the President and supports the cultivation of ongoing relationships.
- Edits all, and creates acknowledgement letters from the President to stakeholders and donors.

Reports to:

President, Gateway Film Center

Anticipated schedule:

As directed by the President, but most commonly Monday - Friday 10am-6pm. Occasional weekend or after work hours duties are an expectation of the role and schedule may adapt at a somewhat unpredictable pace.