Executive Assistant
Helen Day Art Center

Summary of Position

The Executive Assistant shall support administrative functions for the Executive Director and the organization, with a particular focus on accounting support, policy research and review, and daily operations. Key skills and qualities include excellent customer service, exemplary attention to detail, hard-working, team player, self-motivated, and previous experience with administrative duties and quickbooks entry.

The role requires the ability to work with extreme accuracy and efficiency, a high degree of dependability and professionalism, being comfortable taking initiative, being a welcoming face of the organization, strong knowledge of office fundamentals, ability to maintain good spirit and humor under pressure, and trustworthiness.

Duties & Responsibilities

Responsibilities of the Executive Administrator are across several areas. As the position matures and evolves, so too will the duties.

These responsibilities include, but are not limited to:

1. General Office Administration
   - Act as first point of contact for HDAC and provide production and administrative support to the staff. This includes answering phones; opening and closing the building during office hours; managing incoming and outgoing mail; ordering supplies; processing memberships, education registrations; credit card payments; assisting the bookkeeper; and any other office administrative tasks that are requested.
   - Provide accounting support for the bookkeeper using Quickbooks, preparing receipts, bills, deposit forms, etc.
   - Assist in the coordination of public programs, development or special events, and exhibition openings. Purchase food and beverages; manage set-up.
   - Oversee day to day facilities management, including communication and coordination with the Town and Library, repairs, services, administrative support for facility rentals, etc.
- Organize physical space in the office, basement storage, and storage closets.
- Other duties as requested.

2. Operations/Finances/Policies
   - Identify best practices and improve internal systems with an eye toward future needs and budget realities
   - Draft policy documents for staff and board
   - Draft reference documents for internal processes (ex: scholarships).
   - Draft MOUs, fiscal sponsor, and unique facility rental agreements.
   - Serve as organizational liaison with insurance companies and with banks for paperwork and questions related to new accounts, line of credit, updating signers, etc.
     i. Manage worker’s comp claims
   - Assist with operational finance tracking:
     i. Review Education expense tracker
     ii. Provide bookkeeper with sales tax reports
     iii. Provide bookkeeper with financial reports post-Gala
     iv. Provide bookkeeper with data needed for 990’s and end of year processes
   - Respond to other logistical items as they arise. Ex: organizational registration with the VT Secretary of State or report/data requests from VT Department of Labor
   - Manage job search process
     i. Advertise postings for open roles
     ii. Review applications and manage correspondence with candidates
     iii. Draft interview questions, working with ED and applicable program staff
     iv. Organize initial phone screens with appropriate staff
     v. Draft and administer skills assessment, working with ED and applicable program staff
   - Send new employee forms (ex: PayData, tax documents) to new hires and bookkeeper
   - Prepare hardcopy of employee ‘first day’ documents (ex: HDAC handbook, code of conduct policy, confidentiality policy)
   - Co-Coordinate and assist with onboarding and training for new staff
   - Flag CTO updates and PayData changes for bookkeeper as they arise (ex: changes in pay rate, increase in CTO accrual rate upon employee anniversary)
   - Draft employee review documents for ED
   - On or prior to a departing employee’s last day, gather passwords, keys, and any HDAC-documents or devices
   - Draft questions and organize timing for exit interviews
   - Drive completion and data checking of Annual Report, to be finished for the annual Members’ Meeting

3. Technology
   - Set-up, deactivate accounts, and change passwords as staff turnover occurs
   - Acquire and set up new software across computers/devices as needed (ex: Adobe, Microsoft Office, Todoist, LastPass)
Troubleshoot tech issues (such as WiFi, server, AV) and coordinate with outside vendors to assist as needed
Draft reference/resource documents for new technology as time allows

4. Education
Support Youth and Adult Education Programs by processing registrations, fielding questions by interested participants, and assisting in reporting as required.

5. Development
Support the Development work by assisting the Advancement Associate as requested with data input and ongoing maintenance of the Salesforce database; production of data / mailing lists and tracking of ongoing donor activities such as annual appeal and annual report; or tracking of gift acknowledgements as requested.
Assist with organizational reports or information related to grants research and writing as requested.
Support and assist ED with review of strategic plan
Support and assist in drafting and enacting resulting action plans
Review drafted grants prior to submission as needed
Assist Advancement Associate to track deliverables and progress toward them for awarded grants
Periodically reconcile balance of restricted funds received from grants with bookkeeper’s records

6. Exhibitions
Provide administrative support of exhibitions, including producing labels for artwork, name tags for openings, and printing of gallery guides, contracts, artist stipends, and, as needed, consignment lists, supplemental materials, statements, biographical information, etc.
Assist with operations of the gallery & exhibitions. This includes opening galleries; executing gallery sales; processing ticket sales and RSVPs for HDAC events and functions if requested.

7. Manage set-up of School Auction site
Replicate Gala site yearly, editing details as appropriate
Manage users and appropriate access level
Update receipt info and auto-generated emails
Manage tax information and FMV/donated amount values

8. Manage data post-event
Organize financial info & share reports with ED, Gala Chair(s), and bookkeeper
Reconcile financial info with bookkeeper

Skills
- Highly organized, efficient, neat, systematic, and thorough
- Familiarity with standard relationship management and fundraising softwares
- Highly motivated, entrepreneurial, and a self-starter
- Knowledge of contemporary art and experience with arts organizations, and/or museum, educational, or cultural settings
- Execution of multiple tasks while responding to multiple priorities
- Ability to exercise tact and diplomacy in organizational settings
- Work with efficiency, flexibility, and good humor
- Operates with excellence in mind in all matters without ego interfering
- Spark, imagination, creativity
- Remain focused in the face of pressure, delivers against timelines, not intimidated by tasks/time limitations
- Balance productivity and process, independence and collaboration
- Commitment to an inclusive workplace

To apply, please send a resumé and cover letter to Annie Sklar at programs@helenday.com. No phone calls please.