



Executive Assistant and Board Clerk

The Boston Arts Academy Foundation (BAAF) is dedicated to supporting the Boston Arts Academy, the city's only public high school for the visual and performing arts. By raising critical funds, the Foundation ensures that every student, regardless of their background, has access to a transformative education that prepares them for a future in the arts. Join us in making life-changing opportunities a reality for our talented and diverse students.

The Opportunity: The Boston Arts Academy Foundation seeks a highly driven, detail-oriented Executive Assistant and Board Clerk to provide support to the Board of Directors, and energetic President and CEO. The Executive Assistant and Board Clerk reports to the Chief of Staff and provides some administrative support to the President and CEO. The primary function of this role is the provision of administrative and clerical support, and serve as a key liaison to the 25-member Board of Directors, composed of C-suite executives, philanthropists, and high-profile leaders. This person will interact regularly with major donors and VIP stakeholders.

This role is an important part of the administrative team and requires someone who thrives in a dynamic environment. This is an exceptional opportunity for an experienced administrative professional with a proven record of success in a high impact, high volume, metric driven organization.

Key Responsibilities:

Executive Assistant to the President and CEO

- Provide support to the President and CEO in a variety of capacities including coordinating meeting and phone calls with members of the Board of Directors, and assist with specially assigned projects.
- Draft and/or edit correspondence to Directors as managed by the President and CEO; timely preparation of proposals and other materials as required.
- Help manage relationships with, and communications to, Directors and other external contacts on behalf of the President and CEO.
- Partner with the Chief of Staff to provide strategic support, and directly staff President and CEO at BAAF Events (HONORS, Champions Reception, etc.).
- Partner with Chief of Staff to draft and distribute monthly Presidents Report.
- Conduct research and prepare informational materials for specific donor visits.
- Staff and coordinate special program efforts, such as donor events and tours.
- Support the scheduling of internal staff meetings.
- Record President and CEO's actions and notes in Raiser's Edge.
- Schedule annual Board of Directors and Committee Meetings.
- Partner with the Chief of Staff to produce briefings and event binders for the President and CEO.

Board Clerk

- **Meeting Management:**

- Prepare and distribute meeting agendas, ensuring compliance with legal and operational requirements.
- Take accurate minutes of board meetings and ensure their timely distribution.
- Coordinate and facilitate board meetings, ensuring smooth operation and adherence to procedures.
- Answer inquiries and provide information to Directors and key staff.

- **Record Keeping:**

- Maintain accurate and organized records of board actions, decisions, correspondence, and Director information.
- Maintain and update Board Handbook, supplemental materials, and records.
- Maintain e-filing systems for Board business and correspondence.
- Manage the retention of records and confidential information.
- Assist the Chief Financial and Operating Officer in the completion of annual State and Federal filings and audit through the provision of relevant records and information.

- **Administrative Support:**

- Provide administrative support to the board, its committees, and staff liaison.
- Assist with data entry and management, prospect research, and recording of the President's actions in Raisers Edge.
- Coordinate and staff meetings with subcommittee's, send meeting invitations and reminders to relevant vendors.
- Attend and provide support at cultivation events.
- Support and serve as liaison for Directors at Donor visits and cultivation events.

- **Other Duties:**

- May be required to perform other duties as assigned.

Desired Characteristics:

- Energetic, proactive, and adaptable.
- Committed to excellence and continuous improvement.
- High level of professionalism, discretion, and confidentiality.
- Passion for supporting public education, arts education, and diverse communities.



Required Qualifications:

- Bachelor's degree required.
- Minimum of 5–7 years of professional experience in an Executive Assistant or similar support role, preferably in a nonprofit or philanthropic environment.
- Understanding of by-laws, governance, compliance.
- Experience working directly with a Board of Directors. Experience with C-suite executives, philanthropists, and high-profile leaders is highly desirable.
- Highly organized and detail-oriented, with excellent time management skills.
- Strong experience managing confidential information with the highest level of discretion.
- Strong relationship building skills with an ability to prioritize, negotiate, and work with a variety of internal and external stakeholders
- Excellent computer skills, proficient in MS Office and Outlook, and Dropbox.
- Experience using Raiser's Edge strongly preferred.
- Familiarity with Board and or project management platforms such as Convene or Basecamp a plus.
- Ability to work independently and collaboratively in a fast-paced environment.
- Strong written and verbal communication, and editing skills.
- Keen problem-solving skills which support and enable sound decision making
- Personal qualities of integrity, credibility, and dedication to the mission of the Boston Arts Academy Foundation: a strong sense of ownership for assigned work functions.
- Ability to work flexible hours, including some evenings and weekends.

Benefits and Salary

The salary range for this position is \$60K- \$70K+ 5% performance bonus annually depending on experience and results. Our benefits package includes medical, dental, flexible spending accounts, vision, life and short-term disability, vacation, sick, personal time, as well as the option to participate in our 403(b)-retirement plan with employer match. The Foundation also values employee well-being and has implemented an annual "Wellness Week". Held in January, Staff Wellness week includes the closure of the BAAF Offices, giving the entire team the opportunity to unplug, rest, and recharge mid-way through the fiscal year.

Work Schedule

This is a full-time position, Monday – Friday, 9AM – 5PM working out of the Foundation's offices located in the Fenway neighborhood of Boston. The Boston Arts Academy Foundation has a hybrid work schedule, staff work in the office 4 days a week, 1 remote. This position occasionally requires hours during weeknight and weekend events and meetings.

Apply by emailing baafgeneral@baafdn.org