



### Position Overview:

This multi skilled professional provides executive-level support for the Executive Director. The right individual will enjoy the challenge of identifying problems then building new systems to resolve them. They will track in depth complicated organizational data for grant, accreditation, and fund development purposes; write copy; and track schedules. The position supports fund development, events, technology, and human resources while also managing basic clerical, office, and financial needs. Patience and determination of steel while dealing with complicated technology is required.

This full time position entails part time remote work during COVID-19 and requires a flexible work schedule. Some weekend and evening hours are expected including a regular rotation (presently 3-5 days/month) working at KAC's guest services desk.

### ESSENTIAL DUTIES & RESPONSIBILITIES

#### Executive Support

- Responsible for providing high-level administrative support to the ED ensuring smooth workflow and daily operations.
- Responsible for calendar/task management including preparing agendas, collecting data, preparing reports and meeting materials, attending meetings as needed, coordinating action items, drafting the minutes for staff, committee, and board.
- Coordinate basic HR needs including benefits; and internal, state and federal requirements.
- Oversee and provide support for special projects, including events, as needed.
- Manage real estate including agent correspondence, agreements, and liaison with tenants.

#### Fund Development:

- Draft and process sponsorship, grant, and donor agreements; track deadlines; and complete reporting requirements on time.
- Create and oversee written correspondence, forms, databases, and mailing lists for donors, prospective donors, and sponsors.
- Develop and target sponsor and/or advertising opportunities.
- Work with ED to develop sponsor benefits and programs while coordinating stewardship.

#### Administrative:

- Assist patrons by phone or email; and direct mail, email inquiries, and voicemails to appropriate staff members.
- Manage patron database, prepare mailing lists and process mailings.
- Manage technology including office equipment, G Suite, data management system, phones, and service providers.
- Coordinate with office supply companies and oversee supply needs and inventory.
- Review, track, and process income and expenses.
- Performs other duties or functions as assigned.

#### Education, Training, and Experience:

- Position requires five years of executive support services work.
- Bachelor's Degree or equivalent knowledge, skills, and abilities.





**Specific skills, knowledge, and abilities:**

- Forward-thinking in anticipating needs; possess critical thinking and problem solving skills.
- Demonstrated excellence with information and data management.
- Highly responsible, possess strong organizational skills, and motivated to work independently or with a team.
- Ability to balance multiple initiatives and prioritize workload, possess superior follow-up skills to meet deadlines, perform multiple tasks simultaneously under pressure.
- Ability to communicate effectively, both verbally and in writing with a highly diverse group of people and exhibit sensitivity to cultural differences.
- Interpersonal skills necessary to effectively interact with staff, patrons, and the general public; solid comfort level working in a team environment.
- Proficient in G Suite and ability to learn and effectively use new computer applications.
- Ability to maintain confidentiality of highly privileged information.
- Development experience preferred with demonstrated ability to engage, inform, and interact with donors/prospects.

**Reports to:** Executive Director

**Supervises:** Guest Service Associate(s)

**Job Type:** Full time, exempt

**Salary Range:** \$28,000-\$31,000

**Benefits:** Paid Time Off, paid holidays, contribution to health insurance premium, life insurance

**To Apply:** Email cover letter and resume to Julia Gourley Donohue, [office@krasl.org](mailto:office@krasl.org). Include your last name and position title in the email subject line ie: GourleyDonohue.Executive Assistant. No phone calls please. Review of applications will begin immediately.

Note: applications submitted through Facebook or Indeed will not be reviewed.

**Organization Overview:**

Krasl Art Center (KAC) is accredited by the American Alliance of Museums. KAC offers thoughtful exhibitions, engaging classes and camps, community events such as the nationally ranked Krasl Art Fair on the Bluff, outreach opportunities, and cultural exploration. KAC strives to provide excellent experiences for all visitors while fulfilling our mission to inspire Meaningful Change & Strengthen Community through the Visual Arts.

**Physical Demands**

- Regularly sit for long periods of time; walk, bend over, stoop, and kneel sometimes in outdoor elements
- Regularly use hands and fingers to handle objects, operate equipment such as a calculator, keyboard and mouse.
- Regularly use hands and arms to reach, lift, move, carry, pull and push files/objects up to 50 pounds while sitting, standing, climbing or walking.



## EXECUTIVE ASSISTANT Job Description

KRASL ART CENTER

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Saint Joseph, Michigan 49085  
269.983.0271  
FAX 269.983.0275  
www.krasl.org  
info1@krasl.org



- Regularly use eyesight for close vision, distance vision, color vision, depth perception, and the ability to focus.
- Regularly use the sense of hearing.
- Regularly speak clearly, using the English language.

**The Fine Print** This job description details the basic scope of responsibilities of the position but should not be considered all-inclusive. Additional duties should be expected including some non-traditional work hours which may include evening and weekend hours.

This job description does not create an employment contract, implied or otherwise, other than an “at-will” working relationship.

We conform to all the laws, statutes, and regulations concerning equal employment opportunities and affirmative action. We strongly encourage women, minorities, individuals with disabilities and veterans to apply to all of our job openings. We are an equal opportunity employer and all qualified applicants will receive consideration for employment without regard to race, color, religion, gender, national origin, disability status, Genetic Information & Testing, Family & Medical Leave, Sexual Orientation and Gender Identity or Expression, protected veteran status, or any other characteristic protected by law. We prohibit retaliation against individuals who bring forth any complaint, orally or in writing, to the employer or the government, or against any individuals who assist or participate in the investigation of any complaint or otherwise oppose discrimination.

