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SPECIAL ASSISTANT TO THE EXECUTIVE DIRECTOR

REPORTS TO:

Executive Director

COMPANY BACKGROUND:

Founded in 1997, the Golden Triangle Business Improvement District (BID) encompasses 43 square downtown blocks and works to enhance the public space from the White House to Dupont Circle and 16th Street, NW to 21st Street, NW. The BID's vision is for a safe, clean, attractive and user-friendly downtown that confirms Washington as the premier business and entertainment destination in the region and contributes to the perception that downtown Washington is a world-class destination.

In addition to its focus of maintaining an environment that is clean, safe and welcoming, the BID regularly initiates capital improvements to create attractive and unique urban spaces throughout the Golden Triangle neighborhood. The BID has taken the lead on developing and implementing permanent public art projects, converting hardscapes to bio-retention areas, improving parks through design, and transforming the Connecticut Avenue streetscape from K Street to Dupont Circle. The numerous public events held by the Golden Triangle BID are a critical part of the BID's strategy to create a sense of place and support an unparalleled experience for workers, residents, and tourists.

The day-to-day management is overseen by a full-time staff headquartered in the center of the BID. The BID is a non-profit 501(c)(6) corporation that elects a Board of Directors to govern its activities and is currently one of eleven Washington-based Business Improvement Districts.

SUMMARY:

The Special Assistant provides executive support in a one-on-one working relationship. The incumbent serves as the primary point of contact for internal and external constituencies on all matters pertaining to the Office of the Executive Director. The Special Assistant also serves as administrative liaison to the board of directors of the organization's charitable entity and senior management team; organizes and coordinates executive outreach and external relations efforts; and is assigned special projects. The individual must be creative and enjoy working within a small office environment that is mission-driven, results driven and community oriented. The ideal candidate will have the ability to exercise good judgement in a variety of situations, with strong written and verbal communication, administrative, and organizational skills, and the ability to maintain a realistic balance among multiple priorities. The Special Assistant will have the ability to work independently on projects, from conception to completion, and must be able work under pressure at times to handle a wide variety of activities and confidential matters with discretion.

PRIMARY DUTIES AND RESPONSIBILITIES:

- Completes a broad variety of administrative tasks for the Executive Director including: managing an extremely active calendar of appointments; composing and preparing correspondence that is sometimes confidential; arranging detailed travel plans, itineraries, and agendas; and compiling background documents for outside meetings.

- Plans, coordinates and ensures the Executive Director's schedule is followed and respected. Provides "gatekeeper" and "gateway" roles, creating win-win situations for direct access to the Executive Director's time and office.
- Manages a variety of special projects for the Executive Director, some of which may have organizational impact. Projects may include Charter Renewal, creation of 501(c)(3) structure and drafting of formation documents, Nightlife Study, and various research initiatives.
- Creates and manages a schedule of tasks and deadlines assigned to staff by Executive Director.
- Communicates directly, and on behalf of the Executive Director, with Board members, donors, staff, and others, as appropriate.
- Researches, prioritizes, and follows up on incoming issues and concerns addressed to the Executive Director, including those of a sensitive or confidential nature. When appropriate, determines appropriate course of action, referral, or response.
- Provides a bridge for smooth communication between the Executive Director's office and internal departments; demonstrating leadership to maintain credibility, trust and support with senior management.
- Works closely and effectively with Executive Director to keep him/her well informed of upcoming commitments and responsibilities, following up appropriately. Acts as a "barometer," having a sense for issues taking place in the environment and keeping the Executive Director updated.
- Successfully completes critical aspects of deliverables with a hands-on approach, including drafting acknowledgement letters, business correspondence, and other tasks that facilitate the Executive Director's ability to effectively lead the organization.
- Prioritizes conflicting needs; handles matters expeditiously, proactively, and follows-through on projects to successful completion, often with deadline pressures.
- Perform additional duties as assigned.

Board Support and Liaison (charitable board)

- Serves as the Executive Director's administrative liaison to the board of directors.
- Maintains board files, attendance records, board minutes and other records.
- Schedules meetings and sends invitations and necessary documents.
- Adheres to compliance with applicable rules and regulations set in bylaws regarding board and board committee matters, including advance distribution of materials and quorum issues.

Senior Management Liaison

- Participates as an adjunct member of the Senior Management Team including assisting in scheduling meetings and attending all meetings, when appropriate.
- Assists in coordinating the agenda of Senior Management Team meetings, off-sites, and all staff meetings.
- Facilitates cross-program coordination of travel and outreach plans.

Communications, Partnerships, and Outreach

- Ensures that the Executive Director's bio is kept updated and responds to request for materials regarding the Executive Director and the organization in general.
- Edits and completes first drafts of written communications from Executive Director to external stakeholders.

Strategic Initiatives

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

QUALIFICATIONS:

- 5 to 7 years of experience supporting executives, preferably in a non-profit environment.
- Strong organizational skills that reflect ability to perform and prioritize multiple tasks seamlessly with excellent attention to detail.

- Very strong interpersonal skills and the ability to build relationships with stakeholders, including staff, board members, external partners and donors.
- Expert-level written and verbal communication skills.
- Demonstrated proactive approaches to problem-solving with strong decision-making capability.
- Experience and interest in internal and external communications, partnership development, outreach, and/or member services.
- Emotional maturity.
- Highly resourceful team-player, with the ability to also be extremely effective independently.
- Proven ability to handle confidential information with discretion, be adaptable to various competing demands, and demonstrate the highest level of stakeholder/donor service and response.
- Demonstrated ability to achieve high performance goals and meet deadlines in a fast-paced environment.
- Forward thinker, who actively seeks opportunities and proposes solutions.
- Experience with District of Columbia government highly desirable.
- Proficient in Microsoft Office (Outlook, Word, Excel, and Power Point), Adobe Acrobat, and Social Media platforms.

EDUCATION:

- Bachelor's Degree required.