



EXECUTIVE ADMINISTRATOR AND BOARD LIAISON

POSITION SUMMARY

ArtsKC is seeking an energetic, team-oriented individual that enjoys working in a fast paced environment to fill the full-time position of Executive Administrator and Board Liaison. This position will be responsible for coordinating organizational activities as they pertain to the President and CEO, the Vice President of Finance and Operations and the volunteer Board of Directors. This individual must be organized, possess a professional demeanor and is capable of providing high levels of customer service to ArtsKC board, staff members and constituents. This position requires a high level of discretion and confidentiality. The Executive Administrator and Board Liaison is a manager or senior manager position based on experience. This position reports jointly to the President & CEO and the Vice President of Finance and Operations and manages correspondence with the Board of Directors, community leaders, arts patrons and volunteers.

PRIMARY RESPONSIBILITIES

- Coordinate scheduling and logistics for the President and CEO and other senior management staff members.
- Coordinate Board of Directors' meetings and correspondence. This includes communications, as needed, with board members, handling the set-up, logistics, printed materials, attending meetings as needed, Meeting set-up and clean-up and preparing for board of director meeting minutes.
- Provide Constituent Relationship Management (CRM) support in maintaining of Board of Director information and other constituent and donor communications.
- Be the lead liaison, working with a team of other ArtsKC staff members, in coordinating volunteers for volunteer support needed for ArtsKC's special events and meetings, as directed.
- Assist with new employee and new board member orientation. This includes but may not be limited to scheduling meetings, arranging for headshots, providing welcome gifts and parking needs.
- Be the lead liaison in coordinating staff celebrations for birthdays and anniversaries.
- Provide administrative support for web content as needed and appropriate for the ArtsKC website.
- Provide expert operational support for applications used by ArtsKC such as Zoom webinar conferencing, BoardEffect, Google Suite and meeting scheduling tools.
- Assist with special projects as needed including planning and execution of special events and promotional opportunities. This includes management of gallery space rentals as needed, including space set-up, tear-down and clean up.
- Other duties, as assigned.

EXPERIENCE

The Executive Administrator and Board Liaison must be able to handle multiple activities, in a fast paced environment. This person must also have prior experience in working with a board of directors and other key constituents. Strong verbal and written communications are a must for this position. The Executive Administrator and Board Liaison must be a self-starter, have a track record for seeking efficiencies and finding cost-effective solutions in a small office environment. Experience in working with a CRM is required. Must possess the ability to communicate the mission and vision of ArtsKC and have a genuine passion for the arts.

The mission of ArtsKC – Regional Arts Council is to unleash the power of the arts.
106 Southwest Blvd., Kansas City, MO, 64108 | Tel. 816.221.1777
www.ArtsKC.org

March 2021



QUALIFICATIONS

- Associate's or Bachelor's degree
- Strong diplomacy skills
- Expert verbal and communication skills
- Strong problem solving skills
- Strong attention to detail
- Proficient in the Microsoft Office Suite, with mail merge capabilities, Outlook and Google calendar functions, Word and Excel functions
- Ability to manage multiple projects, set priorities and meet deadlines
- Experience working as part of a team and the ability to work with minimum supervision
- Not-for-Profit (NFP) understanding. Actual experience working at a NFP is preferred
- Experience in using and maintaining a CRM system. Good understanding of Salesforce as a CRM is preferred
- Strong computer and technological skills
- 4-7 years of experience working in an administrative and/or office management role

CHARACTERISTICS

- Curious with a drive to seek out new ideas and innovative solutions in a dynamic organization
- Collaborative and enjoys working in a close and collective team environment
- Creative with a strong appreciation for leading edge solutions and tolerance for risk taking
- Flexible with a willingness to adapt and evolve as we reimagine after the pandemic
- Passionate about advancing equity and diversity in our community
- Committed to our mission to unleash the power of the arts and serve our constituents in all that we do
- Understanding of the arts ecosystem and the power of creative expression
- Accountable for a measurable contribution toward achieving the strategic goals of ArtsKC

APPLICATION INSTRUCTIONS

Deadline: 9 AM, March 22, 2021

No phone calls or recruiters please. Please submit a single pdf document, via email, containing a cover letter, resume, salary expectations and three references to: humanresources@artskc.org. Please indicate "Executive Administrator and Board Liaison" in the reference line of the email to ensure proper handling.

BENEFITS

Salary is commensurate with experience and includes excellent health and dental insurance, 401K Plan and life and disability insurance and a generous paid time off policy.

It is the fundamental policy of ArtsKC to provide equal employment opportunities regardless of race, creed, color, sex, sexual orientation, national origin, age, Veteran status or disability status.