



## POSITION DESCRIPTION

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**JOB TITLE:** Executive Assistant

**DEPARTMENT:** Administration

**REPORTS TO:** President/CEO

**LOCATION:** Washington, D.C.

**FLSA STATUS:** Non-Exempt

**PREPARED DATE:** 2/9/2021

The National Venture Capital Association (NVCA) unites the U.S. venture ecosystem to support the formation of high-growth companies and ensure the U.S. remains the most competitive environment in the world for entrepreneurs. NVCA is a nonprofit association powered by a diverse group of member firms. We convene venture capital investors, entrepreneurs, and industry partners to shape public policy priorities, to develop new industry initiatives, to provide premier research, and to participate in professional development opportunities with their peers.

**SUMMARY:** The Executive Assistant is responsible for managing the various administrative needs and priorities of the President and CEO. In addition to supporting the President, the Executive Assistant works closely with the Director of Administration to manage the Association's administrative needs as well as provide interdepartmental support across a variety of NVCA departments.

**ESSENTIAL DUTIES AND RESPONSIBILITIES INCLUDE THE FOLLOWING (OTHER DUTIES MAY BE ASSIGNED):**

- Manage the CEO calendar including scheduling multiple daily meetings, speaking engagements, and travel arrangements
- Coordinate executive communications on behalf of CEO, including drafting emails, presentations, talking points, and social media posts
- Manage the administrative duties to support the objectives and projects of the CEO
- Work directly with the NVCA Board of Directors to manage calendars, deadlines, and prepare meeting materials for quarterly board meetings, including the quarterly Board Book
- Assist Director of Administration with the Association's accounting and finance duties
- Perform general administrative duties for the office such as: receiving guests, answering phones, collecting and organizing mail, and providing logistical information to guests and staff
- Provide interdepartmental support on a variety of initiatives: data collection and outreach for VenturePAC, recruitment and engagement of new members for the Association, and management of NVCA databases
- Assist with planning and implementation of NVCA hosted events

**SUPERVISORY RESPONSIBILITIES (IF APPLICABLE):**

None



**COMPETENCY:**

To perform the job successfully, an individual should demonstrate the following competencies:

**Project Management** - Is a self-starter and prioritizes needs in a timely and efficient manner.

**Customer Service** - Responds to requests for service and assistance; Meets commitments and deadlines.

**Interpersonal Skills** - Maintains confidentiality. Strong and clear communication skills. Awareness of NVCA's membership needs and sensitivities.

**Written Communication** - Writes clearly and informatively; edits work for spelling and grammar; able to read and interpret written information.

**Teamwork** - Contributes to building a positive team spirit. Willingness to assist team members in all departments in a variety of manners.

**Judgment** - Exhibits sound and accurate judgment.

**Planning/Organizing** - Prioritizes and plans work activities; Uses time efficiently. Strong attention to detail.

**Professionalism** - Approaches others in a tactful manner; Reacts well under pressure; Treats others with respect and consideration regardless of their status or position.

**Quality** - Demonstrates accuracy and thoroughness.

**Attendance/Punctuality** - Is consistently at work and on time; Arrives at meetings and appointments on time.

**Dependability** - Follows instructions, responds to management direction.

**QUALIFICATIONS:**

The ideal candidate is a professional who has experience supporting senior management with responsibilities in a fast-paced environment. The candidate should be a team player, extremely motivated, resourceful, organized, communicative, and able to leverage the President's time by completing tasks independently with strong attention to detail. To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**REQUIREMENTS:**

Excellent written (including proofreading and editing) and oral communication skills, including ability to establish and implement systems to ensure the successful completion of projects and to effectively manage files and information recording systems. Ability to develop productive relationships both internally and externally. Ability to think proactively, take initiative and see tasks through to completion with appropriate follow-up.

**COMPUTER SKILLS:**

Demonstrated proficiency in computer technology including applications for data management and electronic calendars (Windows, Microsoft Word, Excel, PowerPoint and Outlook required).

**EDUCATION AND/OR EXPERIENCE:**

Bachelor's Degree or equivalent office experience



**PHYSICAL DEMANDS:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to sit; and use of motor skills.

**WORK ENVIRONMENT:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually quiet. This position may require flexible hours and ability for limited travel.

*The above job description is not intended to be an all-inclusive list of duties and standards of the position. Incumbents will follow any other instructions, and perform any other related duties, as assigned by their supervisor.*

Salary/Benefits: Competitive salary is commensurate with experience and includes a health benefits package, generous paid vacation, annual performance-based bonus, public transportation reimbursement and use of wireless equipment & service.

**OUR COMMITMENT TO DIVERSITY AND INCLUSION:**

NVCA is committed to creating a work environment in which everyone on our team is engaged and performing at high levels, and where differences in outlook, perspective, and background are seen as adding value. We strive to attract, invest in, and develop the talents of people of diverse backgrounds who reflect the society and community in which we live and do business. We believe that enhanced business relationships, greater innovation, increased productivity, and better decision-making result from the diverse and inclusive culture we seek to foster.

**Application Process: Please submit resume with cover letter and salary requirements to:**

[msolomon@nvca.org](mailto:msolomon@nvca.org)