



Executive Associate

Reports to: Senior Director of Development
FLSA Status: Full-time, exempt
Date Written/Revised: August 2023

ORGANIZATION

Planet Word (www.planetwordmuseum.org) is a new interactive museum that brings language to life with unique, immersive experiences for people of all ages. Nothing like it exists anywhere else in the world. Established in 2013 by CEO (Chief Executive Officer) and Founder Ann Friedman, the museum found a permanent home in the historic Franklin School, at the corner of 13th and K streets in the heart of Washington, D.C. The building underwent an extensive interior renovation and opened its doors to the public in October 2020. We are now expanding our team of professionals who share our love of the written and spoken word and are driven to bring an idea to life by supporting the museum as we grow into a full capacity organization.

Planet Word's commitment to promoting diversity, multiculturalism, and inclusion is clearly reflected in the stories we tell. At Planet Word, we strive to provide a forum for civil discourse and to be a place where community, in all its vibrant diversity, can gather to share the words that bridge differences and forge solutions.

POSITION

Planet Word must raise millions of dollars each year to fund its unique exhibit experience, innovative programming, continued care of its historic building, and other annual operating costs. Reporting directly to the Senior Director of Development, the **Executive Associate** position supports the CEO and Founder, serves as Board liaison, and is a member of the fundraising team. This role requires diplomacy, confidentiality, and professionalism in all situations, working collaboratively across all departments and serves to represent the Founder and CEO to both internal and external constituents.

ESSENTIAL FUNCTIONS

CEO and Board Support

- Provide executive support to the CEO and represent her to the public through calendar and correspondence management, scheduling calls and meetings, and ensuring appropriate follow-up.
- Ensure the CEO is informed daily about the operations of the organization and is prepared for upcoming meetings and appointments by assembling necessary materials.
- Coordinate and schedule Board and Board committee meetings, including the preparation and distribution of meeting agendas, materials, and minutes.
- Ensure accurate and organized record-keeping of Board-related documents, resolutions, and policies.
- Maintain an up-to-date roster of Board and Advisory Board members, including contact information, terms, and committee assignments.
- Communicate with Board and Advisory Board members to ensure biographic and contact information is up to date.

Development Responsibilities

- Support donor and VIP events, as needed, including Board meetings, cultivation dinners, etc.
- Oversee the donor-research pipeline, including regularly conducting, synthesizing, and reporting research on prospects and donors.
- Regularly enter and update donor and VIP data in Salesforce.
- Regularly perform data quality control and data review processes for donor records.
- Manage the creation and finalization of VIP mailing, e-mailing, and invitation lists.
- Manage gift processing in coordination with Finance and ensure appropriate and timely acknowledgements.

- Coordinate with marketing and communications team for annual Giving Tuesday campaign and other digital opportunities.
- Pitch in with ad hoc tasks for the development team and other Planet Word colleagues as needed, for example, printing and mailing appeals and proposals.

QUALIFICATIONS AND SKILLS:

- Minimum of three to five years of professional work experience, preferably in arts/culture/education and/or upper-level executive assistant experience
- Trustworthy with sensitive, confidential information
- Experience working in Salesforce NPSP and other databases and CRM's
- Experience in fundraising, development operations, or administration at a nonprofit
- Excellent writing and presentation skills; effective communication skills and public presence
- Proven track record for being well-organized and having exceptional time management skills, including setting priorities and respecting and owning timelines
- Ability to multi-task and to work with a high degree of accuracy and attention to detail
- Proven success working individually and as part of a team
- Flexible and willing to play different roles when necessary to move projects forward
- Resourceful in executing on tasks and finding solutions when problems arise
- A self-starter
- Persistent and committed to diligent follow-up
- On-site position, with opportunity for supervisor-approved remote work
- Ability and willingness to work evenings and weekends, if needed

WORK ENVIRONMENT and 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 this job, the employee is regularly required to sit and to use hands and arms to operate keyboard, mouse, and phone. The employee needs to regularly use senses of sight and hearing. The employee is frequently required to reach with hands and arms and required to stand, walk, stoop, or kneel.

SALARY AND BENEFITS

\$65,000 - \$75,000 annually

Planet Word offers a generous benefits package including:

Full employee medical, dental, vision, life, STD/LTD/AD&D coverage plus 50% dependent share and 403(b) plan

PTO: Vacation, holidays, sick, personal days

Planet Word's policy is to provide equal opportunity employment (EOE) to all persons. Planet Word recruits, trains, compensates, and promotes regardless of race, religion, color, national origin, sex, disability, age, veteran status, and other protected status.

TO APPLY

Please send your resume and a letter of interest via email to:

Careers@planetwordmuseum.org

Subject: Executive Associate