

Assistant Director, AGB Consulting

The Assistant Director reports to the Managing Director for AGB Consulting and provides administrative and program support for consulting engagements and speaker services and contributes to the development and marketing of AGB Consulting services.

Duties

- Responds promptly to inquiries about consulting services from members. Serves as an initial point of contact for the leadership of member institutions (presidents, chancellors, board leaders); conducts intake assessments; identifies and secures AGB's board governance consultant(s) for each event (in collaboration with the managing director); and provides high level administrative support to the assigned board governance consultant to ensure successful preparation, planning, implementation, and follow-up for each consulting engagement.
- Serves as the point of contact and communicates with the client for assigned engagements, from inception to completion.
- Coordinates the tracking, reporting status and progress of assigned cases from inception to completion. Maintains current data in departmental reports (Excel spreadsheets).
- Coordinates the preparation, tracking, and reporting of all correspondence and other paperwork for assigned consulting engagements (e.g. letters of agreement, administrative forms, tracking forms, contracts, etc.).
- Assists the managing director with project management of new services and training sessions for consultants, as assigned.
- Assists with marketing events and activities, ranging from staffing booths to drafting and contributing to marketing materials.
- Develops and maintains resources, publications, information, and presentation materials to support AGB consultants.
- Provides information on AGB services and expertise to consultants and member institutions.
- Works closely with appropriate staff to update and maintain AGB Consulting information on AGB's website.
- Updates, as needed, consultant and institutional records in the Association's member management database.
- Fulfills other responsibilities, duties and functions as assigned.

Qualifications

- A bachelor's degree.
- A minimum of three to five years of relevant experience in program assistance, management or related functions.
- Preference given to candidates with experience in higher education governance and management, especially experience working with

- presidents, board members and public institution foundation boards.
- Exceptional organizational and customer service skills. Strong oral and written communication skills are required.
- Understanding or experience with financial processes, including invoicing and payment.
- Proven ability to work independently, set deadlines, and complete long-term projects and short-term tasks on schedule.
- Ability to work collaboratively in a team-oriented environment as well as independently.
- Ability to organize and prioritize multiple tasks with careful attention to detail.
- Ability to work exceptionally well under pressure.
- Proficient with MS Office applications and experience with CRM systems.
- Ability to analyze and report quantitative data.
- Willingness to travel in support of board education and consulting services programs and the work of AGB generally.

This position description does not cover or contain a full list of duties or responsibilities that are required of the incumbent in this role and may change may change at any time with or without notice.

AGB is an equal opportunity employer and qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, disability status, protected veteran status, or any other characteristic protected by law.

AGB offers a competitive salary along with great benefits that include medical and dental insurance, generous retirement plan, paid time off as well as telework options.

To apply: Applicants should email letter of interest that describes experience relative to the position, include your salary requirements, along with resume to employment@agb.org.
No phone calls.